



A suppliers guide to
doing business with
Advanced.

Introduction

Before we start doing business with you there is certain information that we require so you can be paid by us and also to ensure you comply with our policies for doing business. Forms will be sent to prospective suppliers.

Company & bank account information should be provided on headed, signed notepaper as part of our fraud prevention processes.

We also require a signed compliance declaration. This is an important part of our vetting process, but we do consider every case on its merits.

COMPLIANCE

Please answer yes or no to the following questions and provide more details where it will aid with clarity. Sign, scan and return the document to Advanced.

| | | |
|---|-----|----|
| 1) Are any owners, members of the board of directors, key employees, or senior management of your company a current or former Public Official or related to a family member that is a current or former Public Official? If yes, provide details. | Yes | No |
| 2) Does any key employee or senior management member of your organisation benefit financially or in other way, as a result of the proposed agreement? | Yes | No |
| 3) Does any Public Official or a member of a Public Official's family have any interest in, or stand to benefit in any way, as a result of the proposed agreement? | Yes | No |
| 4) Has any key employee or senior member of your organisation, ever been convicted of a serious crime? | Yes | No |
| 5) Are there any serious legal proceedings against your organisation pending? | Yes | No |
| 6) Has anyone in your company (including any affiliates) ever offered, paid, or promised to make any payments or gifts (of money or anything of value) to anyone for the purpose of influencing, obtaining or retaining any business? | Yes | No |

If you have answered "yes" to any of the above questions, then please provide more details.

| | | |
|--|-----|----|
| 7) Do you have the following insurance policies? | | |
| a) Public Liability | Yes | No |
| b) Employer's Liability | Yes | No |
| c) Professional Indemnity | Yes | No |

| | | |
|--|-----|----|
| 8) Are you aware of and agree to abide by the provisions of applicable laws, including but not limited to: | | |
| a) the UK Anti-Bribery Act, | Yes | No |
| b) the EU Privacy Directive | Yes | No |
| c) the US Foreign Corrupt Practice Act | Yes | No |
| d) UK Modern Slavery legislation | Yes | No |

| | | |
|--|-----|----|
| 9) Do you have a Quality policy compliant with ISO 9001? | Yes | No |
| 10) Do you have an Information Security Policy compliant with ISO 27001? | Yes | No |
| 11) Do you have a Data Protection policy? | Yes | No |
| 12) Do you have an Anti-Corruption policy? | Yes | No |
| 13) Do you have an Equality, Diversity & Dignity policy? | Yes | No |
| 14) Do you have a Business Continuity and/or Disaster Recovery Plan? | Yes | No |

| |
|----------|
| Signed |
| Position |
| Company |
| Date |

Purchase Orders

Advanced operates a “No PO – No Pay” policy. A supplier should not supply goods or start work without a valid purchase order. Any deviation from this policy requires approval of the Head of Procurement or Chief Financial Officer and this will be agreed during supplier set-up. Each purchase order has a unique letter & number combination.

Only when goods have been delivered to Advanced (or an Advanced customer) or services have been completed to Advanced’s satisfaction will the order be “Goods Received”.



Purchase Order

Order Number: ABCD/1234

Supplier:
 Supplier Name
 Address 1
 Address 2
 Address 3
 Postcode

 Contact:
 Telephone:
 Fax:

| | |
|---|---|
| <p>Deliver to: Delivery Name Address 1 Address 2 Address 3 Postcode In case of query please contact 08451 606162</p> | <p>Invoice to: Advanced XXXX The Mailbox 101 Wharfside Street Birmingham B1 1RF</p> |
|---|---|

Date: dd/mm/yyyy

Project Code:

| Product/Service | Quantity | Unit | Unit Price | Extended Price |
|-------------------------------|----------|------|------------|----------------|
| Description and/or SKU number | Q | Unit | P | Q*P |

Unless otherwise agreed in writing, the products and services listed hereon are supplied subject to our standard terms and conditions. A copy of the terms and conditions is available upon request. Advanced standard payment terms are 30 days from the date of receipt of a valid invoice or date of delivery, whichever is the latter. Invoices will only be approved for payment if accompanied by a purchase order number.

Advanced XXXX is a division of Advanced Computer Software Group Ltd
 Registered Office: Ditton Park, Riding Court Road, Datchet, Berkshire, SL3 9LL. Registered in England and Wales No: 02124540
 VAT Registration No: 927 5479 83

Goods Total: Q*P
Tax Total: + VAT
Order Total Goods + Tax
 This is produced in GBP

Invoices

Invoices must either be e-mailed to: accounts.payable@oneadvanced.com
or sent to: The Mailbox, 101 Wharfside Street, Birmingham, B1 1RF

Advanced standard payment terms are 30 days from the date of receipt of a valid invoice or date of delivery, whichever is the latter. This allows Advanced sufficient time to match the purchase order with the invoice and the Goods Receipt Note. Payments are made by BACS in the middle and at the end of each month. Invoices will be paid to the bank account held in our systems. If these are changed then the details need to be resubmitted on signed headed notepaper.

Each Invoice must contain:

- Purchase Order Number
- The correct Advanced entity to be invoiced.
- Description of goods or services provided.
- Amount to be paid matching original purchase order.
- Contact details in case of queries.

All Payment queries must be addressed in the first instance to accounts.payable@oneadvanced.com

If after this you need to talk to a member of the team then please call 08451 606162

Credit notes should also be sent to the same e-mail address.

Invoices cannot be processed without a valid PO number or if the invoice value is greater than the PO value.