



**This form is for reference only and should not be submitted as a paper registration. All registrations must be made online.**

### **Supplier Registration Questionnaire**

Welcome to the ScottishPower Supplier Registration page. To start the process of registration, **we need to first collect your legal company registration number.** This will be used to verify you if you are already registered

## **Guidance notes for completing the ScottishPower Supplier Registration Form.**

### **Basic Registration Process.**

**How to start?** Click on any section of registration questionnaire, from the menu on the left hand side.

**Submit Questionnaire:** Once you have finished answering all the questions in each section, submit them using the **Submit button**. You will not be allowed to submit your questionnaire unless you have completed all mandatory questions (marked with an \*)

**Quality Check by Achilles:** Our service provider Achilles will quality check your submitted questionnaire. If no problems are found or all quality-checking issues have been resolved, the questionnaire details will be published and made visible to ScottishPower purchasers.

Please note – your information will NOT BE SAVED should you exit the registration form prior to submission

### **Next Steps in process**

**Register in Achilles:** Registration in Achilles driven by product category selection.

**ScottishPower Qualification Process:** Qualification of the supplying company and products/ services provided to ScottishPower

**Qualified Supplier:** Supplier qualification process complete.

**Needing Help?** Our experienced Customer Service team can help with any problems you may have. Please contact them on 01235 838190



### Legal Company Registration Number:

Please enter a valid registration number.

For UK companies this the legal number registered with UK Companies House

This should be in the format of

- 1) An 8 digit number eg, 12345678
- 2) A 2 character prefix followed by a 6 digit number eg IR 123456

If you are not already registered, you will be required to complete a short questionnaire. The questionnaire contains the basic information required to assess registration requirements to become a pre-qualified ScottishPower supplier.

**Completion of the questionnaire will only take you a few minutes.** We thank you in advance for your time

Name of Company

Parent Company Name

Country \*

Company Registration Number

Construction Industry Number

VAT Registration Number \*

Address \*

Town/City \*

Postal/Zip Code

Telephone (inc. country code) \*

Fax (inc. country code)

Web-site (URL)

### Commercial Contact

Title \*

First Name \*

Last Name \*

Job Title \*

Telephone (Inc. country code) \*

Email \*



**Please indicate the area(s) your company is capable of supplying to below.**

South East

South West

Channel Islands

West Midlands

East Midlands

East Anglia

North West

North East

Isle of Man

North Wales

Mid Wales

South Wales

Northern Ireland

## **Scotland**

South & Borders

Central

North East

Highlands & Islands

## **Global Regions**

Global

Europe

North America

South America

Asia Pacific

Republic of Ireland



## Size

Annual Turnover \*

Number of Employees

## Quality Systems

Does your company have a documented QA system? \*

Which QA Standards or applicable Guidelines?

Date of re accreditation/review

## Health and Safety Information

Does your company have a documented Health and Safety Policy or Management System? \*

Is your documented Health and Safety Management System assessed externally?

When is the date of the next review?

Scope of certification

## Environmental Information

Does your company have a documented Environmental Policy or Management System? \*

Is your documented Environmental Management System assessed externally?

When was the date of issue?

Scope of Certification

Please select the main products/services you supply. At this basic registration stage **you may select a maximum of 5**. Your selection is used to determine the next steps in the ScottishPower supplier qualification process.\*



## Carbon Footprint

Are you aware of your Carbon Footprint? \*

Have you ever had any external consultancy in relation to your Carbon Footprint? \*

Have you ever had your Carbon Footprint measured? \*

Comments

## Social & Ethical

Is your company a member of any organisations which promote social responsibility? \*

if Yes, please select which from the list:

Please confirm if you provide products and or services?