

Supplier Information questions, with hint text and response options

Updated on 23/12/24 (subject to minor change as we progress user testing and iteration)

Basic information	2
Supplier type	2
Organisation journey	2
Individual journey	4
Financial information	6
Connected persons	7
Organisation journey:	7
Individual and trust journey:	9
Exclusions	11

Overview of this document

This document provides the information as it is presented in the Central Digital Platform, Supplier Information, which is derived from regulations 9-12 of the Procurement Regulations of the Procurement Act 2023.

The content in the Central Digital Platform is subject to change based on user feedback and other upgrades and therefore information presented in the system takes precedence over this document. We are providing it to CAs to help with their planning and implementation of the Procurement Act. It can be used internally, however please do not share it with suppliers.

Basic information

Supplier type

Select which best describes your organisation as a supplier

You'll enter information based on your organisation type.

Question	Hint text	Response format
Select which best describes your organisation as a supplier	n/a	Radio buttons to select: <ul style="list-style-type: none">• Organisation Includes registered companies with employees. For example, limited companies, partnerships, public limited companies, charities and financial mutuals.• Individual Includes people running their own business. For example, sole traders.

Organisation journey

Question	Hint Text	Response format
Enter your organisation's registered address	The address registered with Companies House, or the principal address the business conducts its activities. For example, a head office.	Address line 1 Town or city Postcode Option to enter a non-UK address Address line 1 Town or city Postal or Zip code Country
Does your organisation have a different postal address? If yes, enter address.	The place where an organisation receives official post, can be different from its registered address. For example, a branch office.	Address line 1 Town or city Postcode Option to enter a non-UK address Address line 1 Town or city Postal or Zip code Country
Is your organisation registered for VAT? If yes, enter VAT number.	You can find it on your VAT registration certificate	Text box
Does your organisation have a website?	n/a	Text box

If yes, enter website address		
Enter your organisation's email address	Where possible, use a shared inbox that team members can access	Text box
<p>Do you want to add any relevant qualifications?</p> <p>If yes:</p> <ul style="list-style-type: none"> • Enter the name of the qualification. [Text box] • Who awarded the qualification? • What date was the qualification awarded? [Date] 	<p>These are general qualifications for business and trade, not procurement specific. Adding them will provide evidence of your suitability to contracting authorities and support any bids you submit. For example, ISO certification.</p>	
<p>Do you want to add any trade assurances?</p> <p>If yes:</p> <ul style="list-style-type: none"> • Who awarded the trade assurance? [Text box] • Do you know the trade assurance reference number? [If yes, text box] • What date was the trade assurance awarded? [Date] 	<p>These are trade assurances for business and trade, not procurement specific. Adding them will provide confidence to contracting authorities and support any bids you submit. For example, Red Tractor Assurance covers food safety, traceability, animal welfare and environmental protection.</p>	
Select your organisation's legal form	The legal structure when it was set up and registered	<p>Drop down list:</p> <ul style="list-style-type: none"> • Partnership • Limited Partnership (LP) • Limited Liability Partnership (LLP) • Private Limited Company (Ltd) • Public Limited Company (PLC) • Community Interest Company (CIC) • Charitable Incorporated Organisation (CIO) • Industrial and Provident Society • Financial Mutuals

		<ul style="list-style-type: none"> Other - enter details in text box
<p>Do you know the law under which your organisation is registered?</p> <p>If yes, enter the law</p>		Text box
What date was your organisation registered?	For non-UK organisations, this is registration with an overseas equivalent to Companies House. If unsure, enter the date you started trading.	Date

Individual journey

Question	Hint Text	Response format
Enter your organisation's postal address	The place where an organisation receives official post, also known as the 'service address'.	<p>Address line 1 Town or city Postcode</p> <p>Option to enter a non-UK address Address line 1 Town or city Postal or Zip code Country</p>
<p>Is your organisation registered for VAT?</p> <p>If yes, enter VAT number.</p>	You can find it on your VAT registration certificate	Text box
<p>Does your organisation have a website?</p> <p>If yes, enter website address</p>		Text box
Enter your organisation's email address	Where possible, use a shared inbox that team members can access	Text box
<p>Does your organisation hold any professional qualifications?</p> <p>If yes:</p>	These are general qualifications for business and trade, not procurement specific. For example, International Organization for Standardization (ISO) certification.	

<ul style="list-style-type: none"> • Enter the name of the person or body which awarded the qualification [text box] • What date was the qualification awarded? [Date] • Enter the name of the qualification. [Text box] 		
<p>Does your organisation hold any trade assurances?</p> <p>If yes:</p> <ul style="list-style-type: none"> • Enter the name of the person or body which awarded the trade assurance [Text box] • Do you know the trade assurance reference number? [If yes, text box] • What date was the trade assurance awarded? [Date] 	<p>Trade assurance schemes maintain high standards and compliance by providing a level of assurance that meets legal and common industry requirements. For example, Red Tractor Assurance is a whole chain assurance scheme covering food safety, traceability, animal welfare and environmental protection. Trade assurances are not procurement specific.</p>	

Financial information

Question	Hint Text	Response format
Were your accounts audited?	Or the equivalent for suppliers outside the UK. Auditing requirements are defined in Part 16 of the Companies Act 2006 (opens in new tab)	Yes, No radio buttons
If yes to above, Upload your accounts	<p>Upload your organisation's audited accounts Your most recent two financial years, or your most recent financial year if you do not have two years.</p> <p>Upload a file We accept most image and file formats that are smaller than 25MB.</p> <p>Give the file a descriptive name like 'audited-accounts-2020-2021.pdf'.</p>	File upload
If no to above, Upload your accounts or financial statements	<p>Upload your organisation's accounts or financial statements Your most recent two financial years, or your most recent financial year if you do not have two years.</p> <p>If you do not have a full year of accounts, upload a statement showing your organisation's financial standing.</p> <p>Upload a file We accept most image and file formats that are smaller than 25MB.</p> <p>Give the file a descriptive name like 'non-audited-accounts-2020-2021.pdf' or 'financial-statement-2020-2021.pdf'</p>	File upload
What is the financial year end date for the information you have uploaded?		Date

Connected persons

Question	Hint Text	Response format
Is your organisation influenced or controlled by another person or company?	<p>A 'connected person' is someone who influences or controls your company.</p> <p>It includes people with significant control (opens in new tab) and any other individual or company other than yourself that has a declarable interest in your organisation.</p> <p>For example, a director, a trust, a majority shareholder or a parent or subsidiary company.</p>	Yes, No radio button
Is your organisation registered with Companies House?	Is the supplier organisation registered with Companies House as required by the Companies Act 2006? We've already asked you this, but please reconfirm.	Yes, No radio button
Select the relevant option	A 'connected person' can be an individual, organisation or trustee or trust.	Drop down list <ul style="list-style-type: none"> • Organisation • Individual • Trustee or trust
Organisation journey:		
Select the category that best describes the 'connected person'	The 'connected person' that has control or influence over your organisation should fall into one of these categories.	Drop down list <ul style="list-style-type: none"> • registered company • director or organisation with the same responsibilities • parent or subsidiary company • a company your organisation has taken over • any other organisation with significant influence or control.
Enter the organisation's name	The name of the 'connected person' that has control or influence over your organisation.	Text box
Enter connected persons registered address	The address registered with Companies House, or the principal	Address line 1 Town or city

	address the business conducts its activities. For example, a head office.	Postcode Option to enter a non-UK address Address line 1 Town or city Postal or Zip code Country
Does your organisation have a different postal address? If yes, enter address.	The place where an organisation receives official post, also known as the 'service address', can be different from its registered address. For example, a branch office.	Address line 1 Town or city Postcode Option to enter a non-UK address Address line 1 Town or city Postal or Zip code Country
What is the connected person's legal form?	When it was set up and registered, what structure was used. Also called trading status. For example, a limited company or limited liability partnership.	Text box
Which law enforces it?	For example, Companies Act 2006.	Text box
Is connected person registered with Companies House? If yes, enter companies house number	Is the 'connected person' registered with Companies House as required by the Companies Act 2006.	Text box
Which specified conditions of control does connected person have?	As defined in part 1 schedule 1a of the Companies Act 2006. Select all that apply.	<p>Tick box from defined list:</p> <ul style="list-style-type: none"> • Owns shares <i>Directly or indirectly holds more than 25% of the company's shares</i> • Has voting rights <i>Directly or indirectly holds more than 25% of the voting rights in the company</i> • Can appoint or remove directors <i>Directly or indirectly holds the right to appoint or remove a majority of the company's</i>

		<i>board of directors</i> <ul style="list-style-type: none"> Has other significant influence or control <i>Has the right to exercise, or exercises, significant influence or control over company. As defined in the person of significant control (PSC) guidance</i> <ul style="list-style-type: none"> None apply
What date was the connected person registered as a connected person?	For example, the date a person with significant control was registered with Companies House.	Date
Select where connected person] is registered as person with significant control		Drop down list: <ul style="list-style-type: none"> People with significant control register on Companies House Other [option to add register name]
Individual and trust journey:		
Select the category that best describes the 'connected person'	The 'connected person' that has control or influence over your organisation should fall into one of these categories.	Drop down list <ul style="list-style-type: none"> person with significant control director or individual with the same responsibilities any other individual with significant influence or control
Enter the person with significant control's details: <ul style="list-style-type: none"> First name Last night DOB Nationality 		Text box; Date; Drop down country selection
Enter connected persons registered address	The address registered with Companies House, or the principal address the business conducts its activities. For example, a head office.	Address line 1 Town or city Postcode Option to enter a non-UK address Address line 1 Town or city Postal or Zip code

		Country
Which specified conditions of control does connected person have?	As defined in part 1 schedule 1a of the Companies Act 2006. Select all that apply.	<p>Tick box from defined list:</p> <ul style="list-style-type: none"> • Owns shares <i>Directly or indirectly holds more than 25% of the company's shares</i> • Has voting rights <i>Directly or indirectly holds more than 25% of the voting rights in the company</i> • Can appoint or remove directors <i>Directly or indirectly holds the right to appoint or remove a majority of the company's board of directors</i> • Has other significant influence or control <i>Has the right to exercise, or exercises, significant influence or control over company. As defined in the person of significant control (PSC) guidance</i> • None apply
What date was the connected person registered as a connected person?	For example, the date a person with significant control was registered with Companies House.	Date
Select where connected person] is registered as person with significant control		<p>Drop down list:</p> <ul style="list-style-type: none"> • • People with significant control register on Companies House • Other [option to add register name]

Exclusions

Question	Hint Text	Response format
<p>Do you have any exclusions to add for your organisation or a connected person?</p>	<p>You must tell us if there are any circumstances that may exclude you as a supplier from the procurement process because your organisation or a connected person committed an offence.</p> <p>Offences are listed as 'mandatory exclusion grounds' and 'discretionary exclusion grounds' in the Procurement Act 2023.</p> <p>If any exclusions apply to a person with significant control, such as a director or majority shareholder, make sure you have added them as a connected person . You'll need to provide details about each exclusion, such as where it happened and who it applies to and upload any supporting documents you may have.</p> <p>Mandatory exclusions Penalties and other events that may exclude you are:</p> <p>adjustments for tax arrangements that are abusive competition law infringements defeat in respect of notifiable tax arrangements failure to cooperate with an investigation finding by HMRC, in exercise of its powers in respect of VAT, of abusive practice penalties for transactions connected with VAT fraud and evasion of tax or duty penalties payable for errors in tax documentation and failure to notify, and certain VAT and excise wrongdoing Convictions that may exclude you are:</p> <p>ancillary offences - aiding, abetting, encouraging or assisting crime cartel offences</p>	<p>Yes, No radio button</p>

	<p>corporate manslaughter or homicide labour market, slavery and human trafficking offences organised crime tax offences terrorism and offences having a terrorist connection theft, fraud and bribery These exclusions are defined in schedule 6 of the Procurement Act 2023 (opens in new tab).</p> <p>Discretionary exclusions Discretionary exclusions that may exclude you are:</p> <p>acting improperly in procurement breach of contract and poor performance environmental misconduct infringement of Competition Act 1998, under Chapter II prohibition insolvency or bankruptcy labour market misconduct potential competition and competition law infringements professional misconduct suspension or ceasing to carry on all or a substantial part of a business These exclusions are defined in schedule 7 of the Procurement Act 2023 (opens in new tab).</p>	
Did this exclusion happen in the UK?		Yes, No radio button
If yes, Select which exclusion applies	Only select one exclusion. You can add another at the end if you need to.	<p>Select one radio button (bullet points below).</p> <p>Mandatory exclusions Penalties and other events Defined in schedule 6 of the Procurement Act 2023 (opens in new tab).</p> <ul style="list-style-type: none"> • Adjustments for tax arrangements that are abusive • Competition law infringements

		<ul style="list-style-type: none"> • Defeat in respect of notifiable tax arrangements • Failure to cooperate with an investigation • Finding by HMRC, in exercise of its powers in respect of VAT, of abusive practice • Penalties for transactions connected with VAT fraud and evasion of tax or duty • Penalties payable for errors in tax documentation and failure to notify, and certain VAT and excise wrongdoing <p>Mandatory exclusions</p> <p>Convictions</p> <ul style="list-style-type: none"> • Defined in schedule 6 of the Procurement Act 2023 (opens in new tab). • Ancillary offences - aiding, abetting, encouraging or assisting crime • Cartel offences • Corporate manslaughter or homicide • Labour market, slavery and human trafficking offences • Organised crime • Tax offences • Terrorism and offences having a terrorist connection • Theft, fraud and bribery <p>Discretionary exclusions</p> <p>Defined in schedule 7 of the Procurement Act 2023 (opens in new tab).</p> <ul style="list-style-type: none"> • Acting improperly in procurement • Breach of contract and
--	--	--

		<p>poor performance</p> <ul style="list-style-type: none"> • Environmental misconduct • Infringement of Competition Act 1998, under Chapter II prohibition • Insolvency or bankruptcy • Labour market misconduct • Potential competition and competition law infringements • Professional misconduct • Suspension or ceasing to carry on all or a substantial part of a business
Select who the exclusion applies to	If it applies to someone not listed, you must first add them as a connected person.	Radio buttons which display supplier and all added connected people.
Enter an email address	Where the contracting authority can contact someone about the exclusion	Text box
Describe the exclusion in more detail	Give us your explanation of the event. For example, any background information you can give about what happened or what caused the exclusion.	Text box
How is the exclusion being managed?	<p>You must tell us what you or the person who was subject to the event:</p> <ul style="list-style-type: none"> • have done to prove it was taken seriously - for example, paid a fine or compensation • have done to stop the circumstances that caused it from happening again - for example, taking steps like changing staff or management or putting procedures or training in place • are doing to monitor the steps that were taken - for 	Text box

	example, regular meetings	
<p>Do you have a supporting document to upload?</p> <p>If yes, upload a file</p>	<p>A decision from a public authority that was the basis for the offence. For example, documentation from the police, HMRC or the court.</p>	<p>File upload</p>
<p>Was the decision recorded on a public authority website?</p> <p>If yes, website address</p>	<p>For example, the outcome of a court decision for a conviction or other event.</p>	<p>Text box</p>
<p>Have the circumstances that led to the exclusion ended?</p> <p>If yes, Enter the date the circumstances ended</p>	<p>For example, a court decision for environmental misconduct led your organisation or the connected person to stop harming the environment.</p>	<p>Date</p>