

The Golden Rules for Supply of Agency Services and Contingent Workers

	APPENDIX 1	RETURN CODE	TRADEX REJECTION CODE
1.	Do not help us to be inefficient.		
2.	All invoices MUST be addressed the Business Unit name shown in the bottom left corner of every PO.	R7	TE-12 TE-13
Supply			
3.	All Contingent Workers you supply who operate through a Personal Services Company, and expect to be treated as outside IR35, must complete a PayStream IR35 status determination questionnaire. This is required before we will issue a Purchase Order and before they can start their engagement.		
4.	Do not supply Agency Services or Contingent Workers without first receiving a copy of an approved order, with the correct assignment term and charge rate. Do not accept requests/amendments or additions to or provide additional workers or services without receiving the approved amended PO.	R3	
5.	Do not supply Agency Services or Contingent Workers that are not detailed on the PO. Our orders should show the following: <ul style="list-style-type: none"> • Blue collar workers - trade <u>and</u> hourly rate. Name is not required on order (Name is required on the invoice) • White collar workers- name <u>and</u> hourly rate. 	R3	
6.	If the charge rate on this purchase order is incorrect, or a charge rate increase has been agreed during the term of this order, please obtain an amended and approved order. We cannot pay the invoice until the charge rate is amended on the order.		
7.	Agency Services and Contingent Workers cannot be transferred between our sites and / or Business Units without a new order being issued. Please ensure you quote the relevant order number in these circumstances.		
Invoice			
8.	We do not part-pay invoices, your invoice must match the details of the order. The Orbit Supplier Portal (not Tradex) should be used to check the status of your invoice.		
9.	Quote a valid, approved PO number on your invoice. Do not supply against or quote a PO number that is NOT the following format 9*****P (exclude spaces as well as version numbers eg /1). If you you are using the old 10 digit Oracle Purchase Order Number please continue to exclude spaces as well as version numbers eg /1	R1	TE-8
10.	Quote a valid, approved PO number on your invoice, invoices that do not comply are rejected for the following reasons: <ul style="list-style-type: none"> • Invalid PO - please amend the PO number, and reissue invoice • PO is closed, please contact the buyer • PO is set up against a different supplier, please contact the buyer 	R2 N/A N/A	TE-8 TE-5 TE-9
11.	The description/hourly rate on the highlighted invoice line(s) is inconsistent with the PO. <ul style="list-style-type: none"> • White Collar workers – Description must include their name. • Blue Collar workers – Description must include their name <u>and</u> trade (and ideally our PO line number). *****APPROVED TIMESHEETS MUST BE ATTACHED TO ALL INVOICES*****	R5	
12.	We cannot pay invoices against an order where the engagement term has expired. You should request in writing that the buyer who placed the order increase the term and provide you with an amended and approved order.		
13.	Ensure that all invoices are submitted via the Tradex platform, any paper invoices posted to the SSC PO Box address will be returned		
INVOICES THAT DO NOT COMPLY WITH THESE RULES WILL BE RETURNED AND SHOULD BE EXCLUDED FROM ACCOUNT STATEMENTS YOU PROVIDE			
The Orbit Supplier Portal should be used to check the status of your invoice(s). Please contact DataAdminTeam@gallifordtry.co.uk (not Tradex) if you do not have access to this.			