

Please include your name in the **filename** when you save your completed questionnaire

Supplier Questionnaire 1 (page 1) Your Name:	
Company Name / Trading name:	

How do you provide your services to the University of Hertfordshire Group*?

Yes or No

Through my Limited Company

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If Yes: Do you control more than 51% of the ordinary share capital?

--	--

Do you pay for business premises outside of your home?

--	--

What is the Company registration number

Through my partnership

If Yes: Are you entitled to 60% or more of the profits of the partnership?

Do you pay for business premises outside of your home?

--	--

Through an intermediary who is an individual

--

As a sole trader

As an individual on a self-employed basis

Do you have a business bank account?

Please give a brief outline of the nature of the services you provide to us as the end client:-

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*The University of Hertfordshire group includes: The University of Hertfordshire, Polyfield Property Ltd (incl. Hertfordshire Sports Village), UH Ventures Ltd (incl. Conference Hertfordshire), UH Trust, UH Holdings Ltd, UniversityBus Ltd, Uno Buses (Northampton) Ltd, Exemplas Holdings Ltd, Exemplas Ltd, Exemplas Trade Services Ltd, Enterprise Growth Solutions Ltd and Bio Park Hertfordshire Ltd.

Supplier Questionnaire 1 (page 2) Your Name:

Company Name / Trading name:

Yes or No

Have you already started this particular engagement for the end client?

If yes above, have you ever sent someone else (a substitute) to do the work in your place?

(Select one box)

Yes, and the end client accepted them in my place

☐

Yes, but the end client did not accept them in my place

☐

No, this has never happened

☐

If no, this particular engagement hasn't started yet or this has never happened (above), if you were to send a substitute to do the work, would the end client ever reject them?

(Select one box)

Yes, the end client has the right to reject the substitute for any reason, including if it would negatively impact the work

☐

No, the end client would always accept a substitute

☐

Yes or No

Do you have to pay the person who does the work instead of you?

Can you get someone to help you do the work?

(Select one box)

Yes, and I have to pay them

☐

Yes, but I don't have to pay them

☐

No

☐

Does the end client have the right to decide how the work is done?

(Select one box)

Yes, the end client decides how the work needs to be done without input from the worker

☐

No, the worker decides how the work needs to be done without input from the end client

☐

No, the end client can't decide how the work needs to be done because it's a highly skilled role

☐

Partly, the worker and other people employed or engaged by the end client agree how the work needs to be done

☐

Supplier Questionnaire 1 (page 3) <i>Your Name:</i>	
<i>Company Name / Trading name:</i>	

Can the end client decide the schedule of working hours?

(Select one box)

Yes, the end client decides the worker's schedule

☐

No, the worker decides their own schedule

☐

Partly, the worker and the end client agree a schedule

☐

Not applicable, no schedule is needed as long as the worker meets any agreed deadlines

☐

If the end client isn't satisfied with the work, does the worker need to put it right at their own cost?

Yes, the worker would have to put it right without an additional charge and would incur significant additional expenses or material costs

(Select one box)

☐

Yes, the worker would have to put it right without an additional charge, but wouldn't incur any costs

☐

No, the worker would put it right in their usual hours at the usual rate of pay, or an additional fee

☐

No, the worker wouldn't be able to put it right because the work is time-specific or for a single event

☐

No, the worker wouldn't put it right

☐

Can you choose where you work?

(Select one box)

Yes, I can choose where I work

☐

No, I can't choose where I work

☐

No, the work dictates the location

☐

Can the end client move the worker to a different task than they originally agreed to do?

(Select one box)

Yes, but only with the worker's agreement

☐

Yes, without the worker's agreement (if the worker doesn't want to change, the end client might, end the engagement)

☐

No, that would need to be arranged under a new contract or formal agreement

☐

When you're interacting with the end client's customers, clients, audience or users, how do you identify yourself?

(Select one box)

That you work for the end client

☐

That you're an independent worker acting on behalf of the end client

☐

That you work for your own business

☐

Supplier Questionnaire 1 (page 4) Your Name:	
Company Name / Trading name:	

What do you have to provide for this engagement that can't be claimed as an expense from the end client?

(Select one box)

Materials

These are items that form a lasting part of the work, or an item bought for the work and left behind when the worker leaves (not including stationery, and most likely to be relevant to substantial purchases in the construction industry).

☐

Equipment

Including heavy machinery, industrial vehicles or high-cost specialist equipment, but not including phones, tablets or laptops.

☐

Vehicle

Including purchase, fuel and all running costs (used for work task, not commuting)

☐

Other expenses

Including significant travel or accommodation costs (for work, not commuting) or paying for a business premises outside of the workers home.

☐

Not relevant

Either no equipment required or equipment is provided by the end client.

☐

How do you get paid?

(Select one box)

At a fixed rate that isn't based on the amount of work I complete

☐

On the basis of the amount of work I complete

☐

A fixed price agreed before I started the work

☐

A percentage of the client's profits

☐

Have you had similar contracts working for other organisations in the past 12 months? (Select one box)

No, zero

☐

Yes, 1 to 3 organisations

☐

Yes, 4 to 5 organisations

☐

Yes, 8 plus organisations

☐