

# Centerprise International Limited Supplier Questionnaire

Centerprise International Limited was established in 1983 and is headquartered in Basingstoke with further premises in the Midlands and South Wales. We have a strong presence within the UK public and private sectors and are renowned for being a diverse IT solutions provider. We have a track record for building strong and lasting relationships with our partners and customers. Centerprise’s financial standing, core values and expansive portfolio of suppliers combine to deliver positive experiences for our customers. Our offerings include: PC and server manufacturing; a range of ‘as a Service’ offerings; software development services; the design, implementation and operational support for end-user computing, data centre and networking solutions; and the reselling and distribution of ruggedised and standard end user devices.

Centerprise promotes a strong attitude of ‘giving back’ across our organisation. We encourage our employees to undertake voluntary work during working hours and support a number of charities and good causes within the local communities within which we work. Centerprise is a registered member of the Government’s Disability Confident scheme and we are passionate about providing an inclusive work environment. We are an organisation that strives to deliver social value at every opportunity and enjoy working with others who share a similar outlook.

- **Please answer all questions in full and provide any supporting documentation that is requested**
- **The supplier shall be held responsible for the accuracy and completeness of the information provided in the questionnaire**
- **The supplier in submitting their application agrees a zero-tolerance policy towards bribery and corruption for the duration of its business working relationship with Centerprise International**

If you have any questions regarding this document, please contact our Accounts Payable Team who will be more than happy to assist you [FinancePurchaseLedger@centerprise.co.uk](mailto:FinancePurchaseLedger@centerprise.co.uk)

## A. Supplier Details

1. Registered Company Name
2. Company Trading Name (if applicable)
3. Address
4. Switchboard Telephone Number
5. Company Registration Number
6. VAT Registration Number
7. Company Website Address
8. Number of employees in your company

## 9. Please supply details for the following contacts:

Position	Name	Phone Number	E-Mail Address
MD or CEO			
FD or CFO			
Sales Director			
Account Manager			
Credit Controller			
Data Protection Manager			
Quality Manager			

**10. Supplier Details**

- **A copy of your latest company accounts**
- **A copy of your certificate of incorporation**
- **A headed letter confirming your bank account details**

**11. Who is your contact at Centerprise International Limited?**

**12. Please provide us with a description of the products or services supplied by your company:**

**Please tick one or more of the following drop down menus:**

**Type of Supplier:**      **Distributor**      **Manufacturer**      **Re-seller**      **Service Provider**      **VCSE**      **Other**

**Type of Service:**      **Hardware**      **Software**      **Service Provider**      **Other**

**B. Bank Details**

1. Bank Name

2. Bank Address

3. Account Name

4. Account Number

5. Sort Code/Bank Key

6. IBAN/Routing/ABA

7. Swift/BIC

8. Invoicing Currency

9. Credit Limit available to CIL

**C. Quality Management Systems**

**Certified Quality Management System:**

1. Is your organisation certified according to any standards for Quality Management Systems (e.g. ISO 9001)?

**Yes**      **No**

**If yes, who is your certification body?**

**Date of Accreditation?**

If you have certification, please go to Section D otherwise continue to the end of Section C

**Is your Quality Management System reviewed and revised periodically?**      **Yes**      **No**

**Is there an adequate system in place to control, investigate and correct customer complaints?**      **Yes**      **No**

## C. Quality Management Systems

### 2. Records:

Are there adequate procedures for the control of documents and data? Yes No

Are all documents, protocols and/or reports reviewed prior to release? Yes No

Are records used by management to evaluate operational processes and/or quality programs? Yes No

### 3. Materials Storage and Handling:

Are materials properly handled and stored to prevent damage, contamination or deterioration? Yes No

Are age/temperature/ESD sensitive materials properly labelled and stored? Yes No

Is proper storage for all parts and materials with environmental control for temperature, humidity and dust condition exercised where warranted? Yes No

Are non-conforming parts and materials documented and controlled? Yes No

Does your organisation have a procedure for the detection and avoidance of counterfeit parts? Yes No

If your organisation does not have a procedure implemented and avoidance of counterfeit parts, do you have plans to implement one? Yes No

### 4. Compliance:

Does your organisation have procedures in place for ensuring legal compliance? Yes No

Does your organisation have a compliance department or designated employee responsible for compliance? Yes No

### 5. Commitment to entire supply chain

Does your organisation have a compliance department or designated employee responsible for compliance? Yes No

Has an approved supplier list been established and maintained? Yes No

Do you recommend that your business partners and/or suppliers implement comparable regulations, or have they already implemented comparable regulations? Yes No

Do you consider the above criteria when choosing your business partner and/or suppliers? Yes No

Are incoming materials properly identified, segregated and inspected for conformance to specified requirements prior to storage or release to production? Yes No

### 6. Manufacturer's Terms & Product Specific Information:

Do all delivered products originate exclusively from sources that are authorised by the manufacturer? Yes No

Are all products new, in the original packaging, and approved by the respective manufacturer for sale within the European Union? Yes No

## D. Social and Environmental Responsibility

### 1. Occupational Health and Safety:

Is your organisation certified according to any standards for Occupational Health & Safety (e.g. BS OHSAS 18001 or ISO 45001)? Yes No

## D. Social and Environmental Responsibility

If so, which one

If you have no certification:

- |   |     |    |
|---|-----|----|
| • Has your organisation introduced an Occupational Health & Safety Management System?     | Yes | No |
| • Does your organisation perform risk assessments according to the legal requirements?    | Yes | No |
| • Are your employees trained in accordance with Occupational Health & Safety Regulations? | Yes | No |

### 2. Human Rights and Labour Standards:

Does your organisation provide its services and/or products manufactured observing Human Rights and International Labour Standards (ILO)?	Yes	No
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In line with the Modern Slavery Act 2015, do you have an Anti- Slavery and Human Trafficking Policy?	Yes	No
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### 3. Environmental Compliance:

Do your products adhere to the Retained EU directive on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS directive)	Yes	No
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Does your organisation have any Environmental Management System (e.g. ISO 14001; EMAS; IEMA or equivalent)?	Yes	No
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Do the products you provide or will provide to Centerprise International adhere to the Retained EU directive on the registration, evaluation, authorisation and restriction of chemicals (REACH directive)	Yes	No
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Do the products you provide or will provide to Centerprise International adhere to the EU directive on Waste Electrical and Electronic Equipment (WEEE Directive) and is your organisation registered in any of these countries? If so, what is your registration number?	Yes	No
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Registration number

- UK; The Waste Electrical and Electronic Equipment Regulations 2013

## E. Information Security Management

### 1. Certified Information Security Management System:

Does your organisation hold any accreditations or certifications relating to Information Security Management (e.g. ISO/IEC 27001; PCI DSS or Cyber Essentials)?	Yes	No
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• If so, which one (s)

Are the services being provided to Centerprise International included in the scope of the certification?	Yes	No
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## E. Information Security Management

### 2. General Data Protection Regulation (GDPR):

Does your organisation:

- |  |     |    |
|--|-----|----|
| • Have a Data Protection Policy which complies with the General Data Protection Regulations 2018?  | Yes | No |
| • Have and maintain information Security Policies; Procedures and Standards and are these communicated to all relevant staff including external contractors? | Yes | No |

## E. Information Security Management

### 2. General Data Protection Regulation (GDPR):

**Will you be processing or storing Personal Data outside the UK?** Yes No

• If you answered "Yes", please list the country or countries

Country 1

Country 2

Country 3

## F. Anti-Bribery & Anti-Corruption Policies

**1. Has your organisation's management issued a statement in regard to fighting corruption?** Yes No

**2. Have guidelines or a Code Of Conduct for the prevention of corruption been implemented in your organisation?** Yes No

**3. Is your organisation required to comply with the UK Bribery Act 2010?** Yes No

The high levels of integrity with which we carry out our business do not vary depending on where we work or who we are dealing with. Centerprise has zero tolerance towards bribery and corruption and, as such, all forms of bribery and corruption are unacceptable and prohibited, whether committed by employees or anyone else acting upon Centerprise Internationals behalf. Our Corporate Hospitality and Bribery Policy reflects our commitment to comply with all legislation relating to preventing bribery and corruption.

**Please confirm that you have read and agree to abide by the terms of the Centerprise International Corporate Hospitality and Bribery Act Policy (Follow links to view):**

 [https://www.centerprise.co.uk/upload/QM005\\_11\\_Corporate\\_Hospitality\\_and\\_the\\_Bribery\\_Act\\_2010.pdf](https://www.centerprise.co.uk/upload/QM005_11_Corporate_Hospitality_and_the_Bribery_Act_2010.pdf)

**I have read and agree to abide by the terms of the Centerprise International Corporate Hospitality and Bribery Act Policy**

## G. Centerprise International Limited Contact

### Notification of Company Changes

All changes to your company details should be communicated to Centerprise International on headed paper via Accounts Payable. General changes which include phone numbers, correspondence address and day to day contacts should also be communicated as above. Centerprise International will need advance notice of any changes to your company name, or any changes which impact your legal entity (such as Mergers; Acquisitions; Insolvency or Discontinuation of Operations), since this affects our contractual obligation with you and payment of any outstanding invoices.

**Important:** If your company merges or is acquired by a new company which is not known to Centerprise International, the new owner will be vetted as a new supplier and will be required to complete a Supplier Questionnaire in line with our new supplier process in order to be assessed. Approved supplier status cannot be guaranteed.

The company referred to in A1 shall be liable for the accuracy and completeness of the information provided in this questionnaire and agrees that the information/data provided will be stored for the purpose of registration in our accounting system.

### AUTHORISATION AND SIGN OFF

Please provide the Full Name & E-Mail Address of the person who is an authorised signatory of the company referred to in A1 who will be contacted via DocuSign to approve this completed Questionnaire and a copy of our T&C's

Full Name

E-Mail Address