



**Short Form (Low Value / Very Low Risk – Sub  
£2000 Contract Value)**

**Intend Supplier Application Guide**

## Table of Contents

The In-Tend Supplier Portal .....	3
PAH Approved Supplier Questionnaire.....	5
Selecting the correct Lot .....	6
The best way to approach the approved supplier application .....	6
Section Guide .....	7
Section 1 - Company Details .....	7
Section 2 – Financials .....	7
Section 3 – Insurance .....	8
Section 4 - Health and Safety .....	9
Section 5 - Data Protection .....	10
Section 6 - Equality, Diversity, and Inclusion .....	10
Section 7 - Modern Slavery Act 2015.....	11
Section 8 - Conflict of Interest .....	11
Section 9 – Agreement.....	11
Appendix.1 - Attachment Guide .....	12

## The In-Tend Supplier Portal

The intend supplier portal can be accessed from the link: <https://in-tendhost.co.uk/pahousing/asp/Home>

- Once you arrive at the landing page please can you “click” **Register** to gain access to the portal and the **Approved Supplier Application** (highlighted in the red box).

The screenshot shows the PA Housing Electronic Tendering Portal landing page. At the top left is the Paragon Asra PA Housing logo. A blue navigation bar contains links for Home, Buyers Profiles, Tenders, Register, and Help. A red banner with a warning icon contains 'Important Information' about email notifications. The main content area is split into two columns. The left column, titled 'Welcome to the PA Housing Limited Electronic Tendering Portal', lists user capabilities and provides instructions on how to get started, including a 'Register' button highlighted with a red box. The right column, titled 'Login', contains input fields for Email Address and Password, a Login button, and a 'Forgotten Details' link. A yellow note below the login fields states that three failed login attempts will lock the account. Below the note is another 'Register' button, also highlighted with a red box, and an 'in-community' button. At the bottom right is an 'in-supply' banner.

- Please complete the registration to the best of your knowledge as your company details will populate into the below “Company Details” tab

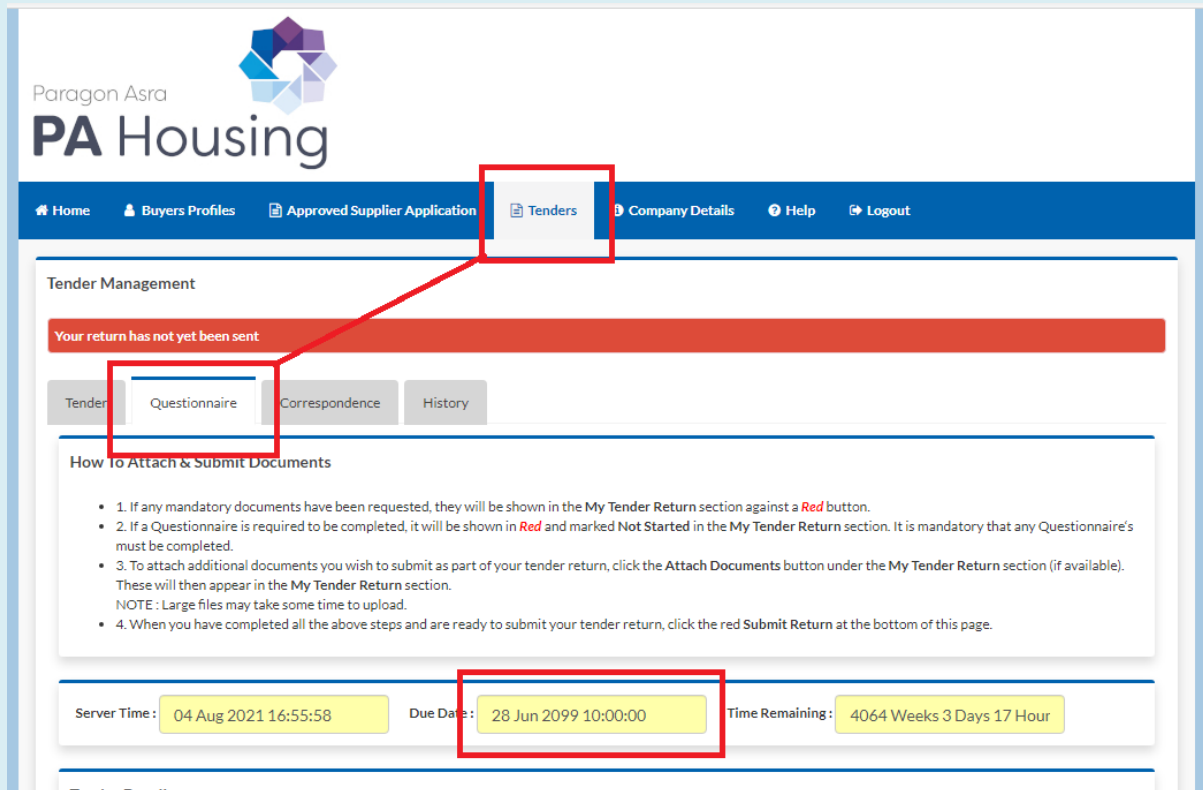
The screenshot shows the 'Company Details' registration page. The browser address bar displays 'https://in-tendhost.co.uk/pahousing/asp/CompanyDetails'. The navigation bar includes links for Home, Buyers Profiles, Approved Supplier Application, Tenders, Company Details (highlighted with a red box), Help, and Logout. The 'Company Details' section features a tabbed interface with tabs for Details, Extra Details, Documents, Business Categories, and Contact Details. Below these are sub-tabs for Address, Company, Banking, Insurance, Other, and Accreditation. The 'Company Name' field is populated with 'PA Housing'.

- Once registered you will be able to log in to the portal and view the “**Approved Supplier Application**” on the tab with the same name.
- Next click on the “**View Details**” tab to be able to “**Express Interest**” in completing the **Approved Supplier Application**. You can only express interest in the Approved Supplier Application if your Company Details are complete. Once you have expressed interest this will be received to the Procurement team to either accept or reject your request, to issue you the approved supplier application.

The screenshot displays the Paragon Asra PA Housing portal. The navigation bar includes links for Home, Buyers Profiles, Approved Supplier Application, Tenders, Company Details, Help, and Logout. The main content area is titled 'Approved Supplier Application' and features a search bar on the left. The application details are shown in a table format with the following content:

Approved Supplier Application		Date documents can be requested until: 18 Feb 2099 12:00
Title	Approved Supplier Application	
Description	<p>PA Housing has invited your business to become an approved supplier. By becoming an approved supplier will demonstrate that your business meets certain criteria and have the right policies and insurance to allow business to business interactions.</p> <p>The process will seek to capture:</p> <ul style="list-style-type: none"><li>Company details</li><li>Financials</li><li>Insurances</li><li>Health and Safety</li><li>Equality and Diversity</li><li>Licences, accreditation's and certificates</li><li>Environmental</li><li>Safeguarding</li></ul> <p>Please ensure that you have stored electronically and easy to access relevant documents surrounding the above.</p> <p>A guide has also been published that gives more detail about the process.</p>	
Is SME Friendly?	No	

- You will then be issued the Approved Supplier Application Questionnaire which must be completed within 5 working days; this may be accessed on the “Questionnaire” tab.
- The **Due Date** is set to run indefinitely (28/06/2099) as this is an ongoing application, **you must complete the application 5 days from the date the application is issued to you.**



## PAH Approved Supplier Questionnaire

- The Approved Supplier Application comprises of several sections of which some of these are mandatory.
- The Application must be completed within 5 working days from the issue date.
- You will be required to upload certificates, policies and supporting documents, however not all of these are mandatory if they are not relevant to the service you provide.
- You may save your progress and return at any time however you will not be able to submit your questionnaire without answering all the mandatory questions.

## Selecting the correct Lot

- From the Questionnaire tab you can select and view the Lot which has been designated to your application. You may select the lot on your own however, if you are unsure you can ask procurement to allocate you. The correct lot will be specified on your approve supplier application invitation email.
- Should you require making changing to your application this may also be possible through selecting “Modify Return”

My Tender Return - Lot 1: PAH Approved Supplier Questionnaire	Description	Options
PAH Approved Supplier Questionnaire - V12 060821 - AT	Completed	<a href="#">View Questionnaire</a>

My Tender Return - Lot 2: PAH Approved Supplier Questionnaire - Short Form (Low Value / Very Low Risk - Sub £2000 Contract Value)	Description	Options
PAH Approved Supplier Questionnaire - Short Form (Low Value / Very Low Risk - Sub £2000 Contract Value) - V1 160821 - JF	Incomplete	<a href="#">View Questionnaire</a>

My Tender Return - Lot 3: PAH Basic Payment Account	Description	Options
PAH Basic Payment Account	Incomplete	<a href="#">View Questionnaire</a>

**Return Submitted**

You have made a previous return for this tender on [REDACTED]

It is possible to modify the your return by selecting the 'Modify Return' button. Please note that any documents not included in the subsequent return will not be considered. All tender documents you wish to return must be included in your modified bid as this replaces your first and existing bids.

You must press the 'Submit' button again, in order to submit any subsequent modified returns.

[Modify Return](#)

## The best way to approach the approved supplier application

This application is part of the vetting process PA Housing takes for setting suppliers up as approved suppliers. Please note that whilst we have several sections in the application not all will be relevant to the works, goods or services you are providing. Please note that many sections are supported with yes / no responses and dependent on response will require additional information or moving on to the next question.

We recommend the following approach:

- set up a folder called 'PA Housing Supplier Application'.
- Review the questionnaire and identify what policies, certificates and accreditations need to be submitted, a guide is in Appendix A.
- Review the mandatory questions (highlighted in yellow).

- Review the questionnaire and see what reference numbers you will need such as VAT, Company Registration etc.
- Complete the application.

Remember if you need support contact us on [supplierapplicationsupport@pahousing.co.uk](mailto:supplierapplicationsupport@pahousing.co.uk)

## Section Guide

All questions that are highlighted in yellow are mandatory (Please note that many of these are yes / no responses). Questions highlighted in blue identify items that need to be uploaded to your application .

### Section 1 - Company Details

Question	Section 1 - Company Details	Question Guidance and Reason
	Company Details	
1	Supplier Name	Please put your full company name
2	Previous Trading Names	Please put your last previous trading name if applicable
3 - 6	Address Line 1 - 4	Please put your full company address
7	Postcode	Please put your postcode
8	Date of Company Registration	Please put the date of your company registration
9	Company Registration Number	Please put your company registration number
10	Number of Staff	Please identify how many staff you have.
11	Organisation Classification	Please identify what size of organisation you are. PA Housing requires this to understand the types of organisations it contracts with.
12	Trading Status	Please identify your trading status. PA Housing requires this to understand the types of organisations it contracts with.
13	Other (Trading Status)	If you are not identified as a known trading status in the table, please list your trading status in this section.
14	Website	Please put your company website address in this section.

### Section 2 – Financials

Question	Section 2 - Financials	Question Guidance and Reason
	Financials	
15	Accounts Contact Name	Please put the contact name of the person we would engage with in your accounts team.
16	Accounts Contact Telephone Number	Please put the contact number of the person we would engage with in your accounts team.
17	Accounts Email Address where Remittances are to be sent.	Please enter a generic corporate email address where possible and not an individual(s). The reason is that when we submit a remittance and the person is on holiday it can then get held up.
18 - 20	Accounts Department Address Line 1 - 3	Please put your account departments address

21	Accounts Department Postcode	Please put your account departments postcode
	Tax	
22	Are you VAT registered? If 'Yes' please identify number below.	If you are VAT registered please mark as 'Yes'.
23	VAT Number	Please put your full VAT Number in this section. UK vat registration numbers are 9 digits in length. They are often written as follows GB 123 4567 89.
24	Do you have a Unique Taxpayer Reference? If 'Yes' please identify number below.	If you have a Unique Taxpayer Reference, please mark as 'Yes'.
25	Unique Taxpayer Reference	Please put your full Unique Taxpayer Reference in this section. Unique Taxpayer Reference numbers (or UTRs) are 10-digit codes that uniquely identify you or your business.
26	Does the Service you provide fall within scope of IR35?	Consultants will be required to ascertain if they fall within this legislation. If you do please mark as 'Yes'.
1	If 'Yes' please provide your CSET check	Q.26a Attachment Required (Short Form)
	Bank Details	In most cases there will only be one bank account. Additional bank accounts are reserved for certain supply types such as Solicitors and Councils.
27	Bank	Please put the bank name in this section.
27	Account Name	Please put the account name in this section.
27	Bank Address	Please put your bank address in this section.
27	Account Number	Please put your account number in this section. Please double check your details.
27	Bank Sort Code	Please put your sort code in this section. Please double check your details.
27	Bank Account Description	This is only applicable if you are putting additional accounts. As an example, for a Council may have waste collection and Council Tax.

### Section 3 – Insurance

Question	Section 3 - Insurance	Question Guidance and Reason
	PA Housing has a duty of responsibility to ensure that all suppliers have the correct insurance cover and levels before any supplier carries out any works or delivers goods and services. PA Housing has a minimum requirement. However, a pragmatic approach will be taken where the level of cover does not meet PA's minimum requirements. In some instances, PA Housing will be satisfied with the level of cover based on risk and other times it may be a requirement to ensure the correct level of cover is sought before any transaction takes place.	
28	Identify which Cover your Organisation has?	Please identify the types of insurance cover you have and complete the relevant sections for each. Please note that if you have committed to certain level within a procurement these must be met.
	Public Liability Insurance	This may not be applicable if not applicable mark as N/A.



29	What level of Public Liability Insurance Cover do you have?	Please put the level of cover you have in this section.
30	What is the value per Event?	You will find this information on your certificate or in your policy.
31	What is the value Aggregate?	You will find this information on your certificate or in your policy.
32	Who is your Insurer?	Please put who your insurer is in this section.
33	Public Liability Insurance Expiry Date?	Please put your policy expiry date in this section.
2	Please upload your Public Liability Insurance Certificate and Policy?	Q.33a Attachment Required (Short Form)
	Employers Liability Insurance	This may not be applicable, if not applicable mark as N/A.
34	What level of Employers Liability Insurance Cover do you have?	Please put the level of cover you have in this section.
35	What is the value per Event?	You will find this information on your certificate or in your policy.
36	What is the value Aggregate?	You will find this information on your certificate or in your policy.
37	Who is your Insurer?	Please put who your insurer is in this section.
38	Employers Liability Insurance Expiry Date?	Please put your policy expiry date in this section.
3	Please upload your Employers Liability Insurance Certificate and Policy?	Q.38a Attachment Required (Short Form)
	Professional Indemnity Insurance	This may not be applicable if not applicable mark as N/A.
39	What level of Professional Indemnity Insurance Cover do you have?	Please put the level of cover you have in this section.
40	What is the value per Event?	You will find this information on your certificate or in your policy.
41	What is the value Aggregate?	You will find this information on your certificate or in your policy.
42	Who is your Insurer?	Please put who your insurer is in this section.
43	Professional Indemnity Insurance Expiry Date?	Please put your policy expiry date in this section.
4	Please upload your Professional Indemnity Insurance Certificate and Policy?	Q.43a Attachment Required (Short Form)

## Section 4 - Health and Safety

Question	Section 4 - Health and Safety	Question Guidance and Reason
The detail requested below is the minimum requirement for suppliers to complete. In some circumstances PA Housing may request an additional questionnaire to be completed based on the type of work being carried out. For contractors please complete section 4 and 5.		
44	Do you have a Health and Safety Policy?	If you have a Health and Safety policy, then please mark as 'Yes'. Please note all businesses with over 5 employees must have a H&S Policy.
5	If 'Yes' please provide a copy of your Health and Safety Policy?	Q.44a Attachment Required (Short Form)
6	For Organisations with less than 5 Employees that do not have a Health and Safety Policy please provide detail on how you manage Health and Safety and how you communicate this around the Organisation?	Q.44b Attachment Required (Short Form)

45	Date of renewal of Health and Safety Policy?	Please put your Health and Safety policy renewal date in this section in the format DD/MM/YYYY.
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## Section 5 - Data Protection

Question	Section 5 - Data Protection	Question Guidance and Reason
46	Do you deal with Personal Data from PA Housing as a Data Processor or Data Controller?	If you manage or use personal identifiable data such as resident names, address and contact details or staff names and contact details for the purposes of conducting business this section will be required to be completed. Please mark as 'Yes'.
47	If 'Yes' are you a Data Controller and/or a Data Processor?	<p>Please identify if you are a data controller and / or a data processor. For the purposes of this section if you are a joint controller select data controller.</p> <p>Controllers are the main decision-makers – they exercise overall control over the purposes and means of the processing of personal data.</p> <p>If two or more controllers jointly determine the purposes and means of the processing of the same personal data, they are joint controllers. However, they are not joint controllers if they are processing the same data for different purposes.</p> <p>Processors act on behalf of, and only on the instructions of, the relevant controller.</p>
48	Do you have a Data Protection Policy?	Ensuring that our data is managed correctly and safely is vital. Please identify if you have a Data Protection policy and if you have mark 'Yes'.
7	If 'Yes' please provide a copy of your Data Protection Policy?	Q.48a Attachment Required (Short Form)
49	If 'No' would you be prepared to adopt PA Housing's Policy?	If you have not got a Data Protection policy, please identify that you will adopt PA Housings Data Protection policy. This can be found in the documents.
50	Are you registered on the Data Protection Register with the Information Commissioners Office (ICO)? If 'Yes' please provide your Registration Number below.	Not all suppliers will be registered on the data protection register. If you are please mark as 'Yes'.
51	Data Protection Register Number	Please place your ICO data protection registration number in this section.
52	Please provide the name of the person who manages Data Protection in your Organisation?	Please provide the name and role of the person responsible for Data Protection.
53	Please identify the location of the Personal Information that you process or control for PA Housing that is stored in the cloud?	Please identify the country where you are storing data in the cloud. PA requires to understand the country the server is located in. If you are not a data processor or controller please mark as N/A.

## Section 6 - Equality, Diversity, and Inclusion

Question	Section 6 - Equality, Diversity, and Inclusion	Question Guidance and Reason
54	Do you have an Equality, Diversity and Inclusion Policy?	PA Housing is committed to Equality, Diversity and Inclusion. We require all suppliers to either have a policy or are prepared to work in line with PA Housings own policy. If you have your own policy, please mark as 'Yes'.

8	If 'Yes' please upload your Equality, Diversity, and Inclusion Policy.	Q.54a Attachment Required (Short Form)
55	If 'No' would you be prepared to adopt PA Housing's Policy?	Please consider your answer at this point as PA Housing is committed to working with suppliers who have an Equality, Diversity and Inclusion policy or are prepared to work in line with our own policy. The policy is available for you to review in the documents section.
56	Please provide the names of the person(s) responsible for monitoring Equality, Diversity, and Inclusion in your Company?	Please identify the name(s) of the person(s) who are responsible for Equality, Diversity and Inclusion.

## Section 7 - Modern Slavery Act 2015

Question	Section 7 - Modern Slavery Act 2015	Question Guidance and Reason
Commercial organisations doing business in the UK that have an annual turnover of more than £36 million must report annually on the steps, if any, taken to ensure that modern slavery is not taking place in their organisation and supply chains. However, we request that all supplier consider how they manage Modern Slavery in their Supply Chain.		
57	Are you a relevant Commercial Organisation as defined by section 54 (Transparency in supply chains) of the Modern Slavery Act 2015?	If you are a company that has to report on Modern Slavery, please tick yes.
58	If 'Yes' please provide URL for your Modern Slavery Statement; if 'No' please provide an explanation.	Please provide the URL to the Modern Slavery report on your website.

## Section 8 - Conflict of Interest

Question	Section 8 - Conflict of Interest	Question Guidance and Reason
59	Are you aware of any Conflict of Interest at Paragon Asra Housing Association other than this application to become an Approved Supplier of PA.	There is no problem if there is a conflict of interest, it allows both parties to be transparent and manage it correctly. If you are aware of a conflict, then mark it as 'Yes'.
60	Please identify the potential Conflicts of Interest, and your Remedial Actions.	Please identify the conflict and what actions you can take so both parties can be transparent. We ask the same question internally and have solutions in place to manage these circumstances.

## Section 9 – Agreement

Question	Section 9 - Agreement	Question Guidance and Reason
61		PA requires all suppliers to be in a contract. By submitting the questionnaire, you will be accepting PA Housings Standard Terms and Conditions. If there is an overarching contract, please attach a signed version of the Contract as evidence.
9	Overarching contract.	Q.61a Attachment Required (Short Form)

## Appendix.1 - Attachment Guide

Attachment Reference	Question	Description	Question	Attachment Required
1	26	Does the Service you provide fall within scope of IR35?	Q.26a	If 'Yes' please provide your CSET check
2	33	Public Liability Insurance Expiry Date?	Q.33a	Please upload your Public Liability Insurance Certificate and Policy?
3	38	Employers Liability Insurance Expiry Date?	Q.38a	Please upload your Employers Liability Insurance Certificate and Policy?
4	43	Professional Indemnity Insurance Expiry Date?	Q.43a	Please upload your Professional Indemnity Insurance Certificate and Policy?
5	44	Do you have a Health and Safety Policy?	Q.44a	If 'Yes' please provide a copy of your Health and Safety Policy?
6			Q.44b	For Organisations with less than 5 Employees that do not have a Health and Safety Policy please provide detail on how you manage Health and Safety and how you communicate this around the Organisation?
7	48	Do you have a Data Protection Policy?	Q.48a	If 'Yes' please provide a copy of your Data Protection Policy?
8	54	Do you have an Equality, Diversity and Inclusion Policy?	Q.54a	If 'Yes' please upload your Equality, Diversity and Inclusion Policy.
9	61	Agreement	Q.61a	If there is an overarching contract, please attach a signed version of the Contract as evidence.