



Port of Milford Haven

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New Suppliers

Enclosed with this letter is an Introduction Pack which provides information on how the Port plans to work with you as a supplier.

The pack includes details about:

- How you will receive purchase requests from us
- What you need to do to ensure you receive payment after we are in receipt of your goods / services
- What we require from you in order to set you up as a supplier.

The information you supply about your company / yourself will be subject to checks and will be stored in our Accounting system so that you are recognised as a supplier when providing products / services.

More information is contained in our 'Working with Us' document but should you have any questions along the way, please contact one of our teams depending on the advice you require.

procurement@mhpa.co.uk
purchase.ledger@mhpa.co.uk
hsse@mhpa.co.uk

Regards

Port of Milford Haven





'Working with Us'

How you will receive purchase requests from us

As part of our procurement policy, we require the following processes to be closely followed in order to satisfy our internal procedures in relation to the payment of supplier invoices.

Quotations: All quotations provided to the Port of Milford Haven must include and illustrate the following information:

- Company logo(if applicable)
- Date
- Expected date of services / delivery of goods
- A clear breakdown between labour and materials (a lump sum is not acceptable)

Health and Safety Information: If you are a supplier of goods only, this section is not relevant to you. However if you will be providing services for the Port you will be required to complete our Contractors Safety Questionnaire (see Appendix 2). Once accepted by our Health and Safety department your details will then be placed on our HSE Contractors register.

Purchase Orders: Deliveries or services must not commence until an official Purchase Order has been issued. Verbal orders must not be accepted and unauthorised costs will not be paid. The Port will supply a copy of the complete Purchase Order showing a full description of goods / services, agreed costs and terms.

Works Authorisation / Contractor Forms / Jobs sheets / Delivery Notes:

Once services commence, a Job Sheet or Service Provider Form must be completed and duly signed by both the supplier and a member of Port staff. Every department hold copies of these sheets/ forms which must detail the following:

- Date of Activities
- Area of Activities
- Number of Days / Time spent on activities

Delivery Notes must accompany all consignments of goods, and signed Collection Notes must be supplied to staff for the receipt of items and to act as proof of delivery / collection. A signed copy must also be retained by the Supplier.

Emergency / Short Notice Forms: In the event of out of hours services, or emergencies where an official Purchase Order cannot be raised, our internal procedures permit the use of Emergency/ Short Notice Forms which act as a temporary substitute for a Purchase Order. Completed forms must be signed and dated by both the supplier and a member of Port staff with both retaining a copy. Each form has a consecutive number which must be



quoted on supplier invoices and an official Purchase Order will be raised by our internal staff at the earliest opportunity.

Please note, the abovementioned forms supplied by Port staff are to be used exclusively for emergency / short notice services.

****Failure to supply the above information will lead to non-payment of invoices****

Invoicing Guidelines

The Port of Milford Haven operates a centralised Purchase to Pay department. All invoices, credit notes and statements **must** be sent to the following address:

Milford Haven Port Authority
Purchase Ledger
Gorsewood Drive
Milford Haven
Pembrokeshire
SA73 3EP

Or emailed to purchase.ledger@mhpa.co.uk

All invoices must contain the following information:

- Invoice date
- Invoice number
- Supplier name and address
- Customer name and address
- VAT registration number (if applicable)
- Company registration number (if applicable)
- Description of goods or services provided
- Net amount, VAT breakdown and gross amount
- Purchase order number

If your invoice does not contain the above information, i.e. we cannot match it to a purchase commitment we have, it will be returned to you.

Invoices for Delivery of Partial Orders

If delivering partial orders, please ensure invoices reflect the partial order value. Only the goods/ services received will have been receipted, this means that if you send us an invoice quoting the full value we will not be able to process it.

Construction Industry Scheme (CIS)

If you are CIS registered you will need to complete the relevant section on the New or Amended Supplier Form provided (see Appendix 1). We will advise if any tax is deducted on our remittance advice and will send a CIS deduction form.

Terms and Conditions



Unless otherwise agreed by contract, suppliers are subject to our standard terms and conditions which are detailed on the back of our Purchase Orders (see Appendix 3).

Payment Terms

MHPA adheres to the the Prompt Payment Code. The PPC is a voluntary code of practice for businesses, designed to encourage supplier payment in 30 to 60 days, depending on the supplier size. Small businesses with fewer than 50 employees and all local suppliers will be paid at 30 days, other suppliers are paid at 60 days. BACS payment runs are carried out twice a month, around the 7th day of the month and the 24th day of the month, although it can sometimes take a few days for payment runs to be authorised. A remittance advice will usually be emailed when the payment is made with the date of payment advised.

What we require in order to approve you as a supplier

In order to create an account for you in our system, you will need to complete a New or Amended Supplier Form (see Appendix I) or if there are any changes to your details, complete and return to:

Milford Haven Port Authority
Procurement
Gorsewood Drive
Milford Haven
Pembrokeshire
SA73 3EP

Or email to procurement@mhp.co.uk

On receipt of this form we can proceed with creating your account subject to approval. Please note the form must be signed.

Contact Information

Caroline Thomas	Procurement Manager	01646 696100
Joanne Rogers	Procurement Specialist and Accounts Assistant	01646 696100
Nicola Cargill	Purchase & Sales Ledger Team Leader	01646 696189
Jenny Jones	Purchase Ledger Assistant	01646 696193
Niall Yeomans	Health, Safety & Security Manager	01646 696100