



## Enquiries

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**From:** Graham Stafford <Graham.Stafford@fusion-lifestyle.com>  
**Sent:** 19 October 2021 14:53  
**To:** Enquiries  
**Subject:** Newcastle City Baths  
**Attachments:** F3.11 New Supplier Request Form Issue 9.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello,

My name is Graham, I am the Assistant Manager here at Newcastle City Baths, we have recently had a quote from yourself to fit a blind in our Front of house office and we would love to go ahead with it.

Before we can do this please can I ask that you fill out the attached form and return it me?

Along with this could you send a letter head bit of paper with your banking details on as this will enable us to set you up as an approved supplier at our end.

Once set up I will place the order.

Kind Regards,

**Graham Stafford**  
**Assistant Manager**  
**E-mail: [graham.stafford@fusion-lifestyle.com](mailto:graham.stafford@fusion-lifestyle.com)**

City Baths, Northumberland Road, Tyne & Wear, NE1 8SE  
[www.city-baths.co.uk](http://www.city-baths.co.uk)





**Please Note:**

1.	All invoices will need to be submitted via our e-invoicing platform Basware, in the form of a machine readable pdf.
2.	Every order will require a purchase order number detailed on the invoice, invoices received that do not have a purchase order will be rejected and not paid.
3.	Our payment terms are 30 days from the invoice date.

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**Supplier Details**

Name of Company:			
Address:			
Telephone Number:		Fax Number:	
Email Address:			
Description of Goods/Services Provided:			
Company Reg No:		Vat Reg No:	
Company Status:	Limited Company <input type="checkbox"/> Sole Trader <input type="checkbox"/>		

**Bank & Contact Details *\*\*Must be supported by bank details on company letterhead emailed with form\*\****

Bank Name		Bank Address	
Sort Code		Account Number	
Account Name			
IBAN		Swift Code	

	Please answer the following and supply relevant information as requested.	Yes/No
1.	Do you ensure regular testing and inspection of products to ensure compliance with the Health and Safety At Work Act, 1974?	
2.	Have any formal notices been issued or legal proceedings been taken against your organisation by the Health and Safety Executive / Environmental Health Department / Environmental Agency in the last three years?	
3.	In the last 3 years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?	
4.	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?	
5.	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	
6.	Do your selection criteria for suppliers/contractors include those who provide environmentally considered goods, services and works?	

### F3.11 Fusion Lifestyle Finance Department – Approved Supplier Set-Up Form

	Please answer the following and supply relevant information as requested.	Yes/No
7.	Do you operate a waste management programme which includes re-cycling and waste reduction?	
8.	Do any products or services you supply have detrimental effects on the environment including pollution, emission and waste?	
9.	Are you currently using any initiatives that involve reducing the use of / recycling of natural resources?	
10.	Do you have an Equal Opportunities policy?	
11.	Do you have a safeguarding children policy?	
12.	Do you operate a Quality Assurance system registered to BS EN ISO 9000?	

If yes, then please state:

The Standard	Date of Registration

	If No then please answer the following questions:	Yes/No
1.	Do you have a formal Quality Assurance system?	
2.	Do you verify that purchased goods / parts are to specification and inspected?	
3.	Do you record, monitor and analyse client /customer complaints regularly?	
4.	Do you have a system for effective corrective actions?	

Signed	Date
Name	Position