

## MODULE GUIDANCE:

### VISTRY COINS

#### Purpose:

The COINS module is a collection of documents which are required in order to set up your supplier account on the Vistry COINS system to enable Vistry to raise orders and make payments to your company. The requirements and standards for the documents in this module are stipulated by Vistry, however are requested and reviewed by CQMS to ensure the standards are met and this also helps to ensure the health and safety and CSR modules are completed.

Once all the required elements of the COINS module are completed to satisfactory standards, CQMS issue the information to the Group Accounts Payable team within Vistry Group in a secure manner compliant with Data Protection and GDPR requirements. The content of the COINS module is not visible to any other personnel within Vistry Group, although they can see the overall status of completion i.e. awaiting completion, rejected, approved, and number of questions accepted and rejected.

#### Requirements:

The following information is required in order to complete the COINS module:

1. Account Set Up Form
2. Letterhead
3. Bank Evidence
4. VAT Certificate *(for VAT registered companies only)*
5. Self Billing Agreement *(for VAT registered companies only)*
6. Subcontractor Status Form *(for sole traders only)*
7. Insurances
8. Letterhead & bank evidence from factoring company *(if the supplier uses a factoring company only)*

#### Standards:

In order for each item of evidence to be deemed acceptable it must conform to the following standards:

##### 1. Account Set Up Form

This is designed to be completed by Vistry Group however can be completed in part by suppliers.

In order for it to be accepted by CQMS, it must be fully completed with information to match the evidence listed below, and must show authorisation via signature from the Vistry business unit Commercial Director (or via separate supporting email from the Commercial Director). If this authorisation is missing (i.e. due to supplier completion of the form), CQMS will follow this up with Vistry and obtain the authorisation separately.

##### 2. Letterhead

This must detail:

- Bank account name
- Bank account number
- Bank sort code
- Name of bank e.g. Barclays Bank Plc
- Remittance email address
- VAT registration number
- Company information, dependent upon type of company, i.e.

###### LIMITED COMPANY:

- Company registration number
- UTR number

###### PARTNERSHIP:

- Company registration number
- UTR number of lead partner
- First name of lead partner
- Last name of lead partner
- NI number of lead partner

###### SOLE TRADER:

- UTR number of sole trader
- First name of sole trader
- Last name of sole trader
- NI number of sole trader

Cont.

*The Safety-Scheme team are happy to support you through the process and provide guidance of use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.*

*If you have any questions please call on 01476 594410 or email us at [safety-scheme@cqms-ltd.com](mailto:safety-scheme@cqms-ltd.com)*

## Standards (cont.)

### 3. **Bank Evidence**

Such as a bank paying in slip, voided cheque, copy of bank statement.

### 4. **VAT Certificate**

This must state show the correct legal company name,

It must also be a valid VAT Certificate / Certificate of Registration for Value Added Tax. This can be downloaded from the HMRC website once you log into your account if the original cannot be located.

If you are not VAT registered, please advise CQMS.

### 5. **Self Billing Agreement**

This is only applicable if you are VAT registered; if you are not, please advise CQMS.

This is completed as a separate module as it is subject to annual renewal but also uploaded into this COINS module; please refer to the individual module guidance for details of the requirements.

### 6. **Subcontractor Status Form**

This form is to be completed by sole traders only.

It must be fully completed and signed with a 'real' signature i.e. handwritten or a scanned image. Please note that typed signatures will not be accepted, including those in a handwriting font.

### 7. **Insurances**

These are completed as a separate module as they are subject to annual renewal, please refer to the individual module guidance for details of the requirements.

### 8. **If the supplier uses a Factoring Company**

If the supplier uses a factoring company and Vistry are required to make payments to the factoring company rather than directly to the supplier, the following is required:

- Letter from the factoring company on their letterhead confirming:
  - they are the factoring company for this supplier;
  - their bank details (bank account name, bank account number, bank sort code, name of bank);
- Bank evidence from the factoring company (e.g. bank paying in slip, voided cheque, etc).

### **Renewal:**

The COINS module itself is not subject to renewal, although the self billing agreement and insurances are renewed annually and held in separate modules.

CQMS will issue reminders in advance to individuals listed as 'contacts' on your supplier profile.