



Basic Payment Account Form 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 – Contact Details	7
Section 3 – Financials	8
Section 3 - Tax.....	8
Section 3 – Bank Details.....	8

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 Limited 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 actions and provides 'How do I get started?' instructions. The right column, titled 'Login', has input fields for Email Address and Password, a Login button, and a link for Forgotten Details. A yellow box contains a note about login attempts. A red box highlights the Register button. Below the Register button is an 'in-community' button and 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' page in the PA Housing portal. The browser address bar shows the URL: https://in-tendhost.co.uk/pahousing/asp/CompanyDetails. The navigation bar now includes 'Approved Supplier Application' and 'Logout' in addition to the previous links. The 'Company Details' section has a tabbed interface with 'Details' selected. Below the tabs are input fields for 'Company Name' (pre-filled with 'PA Housing') and other details like 'Address', 'Company', 'Banking', 'Insurance', 'Other', and 'Accreditation'.

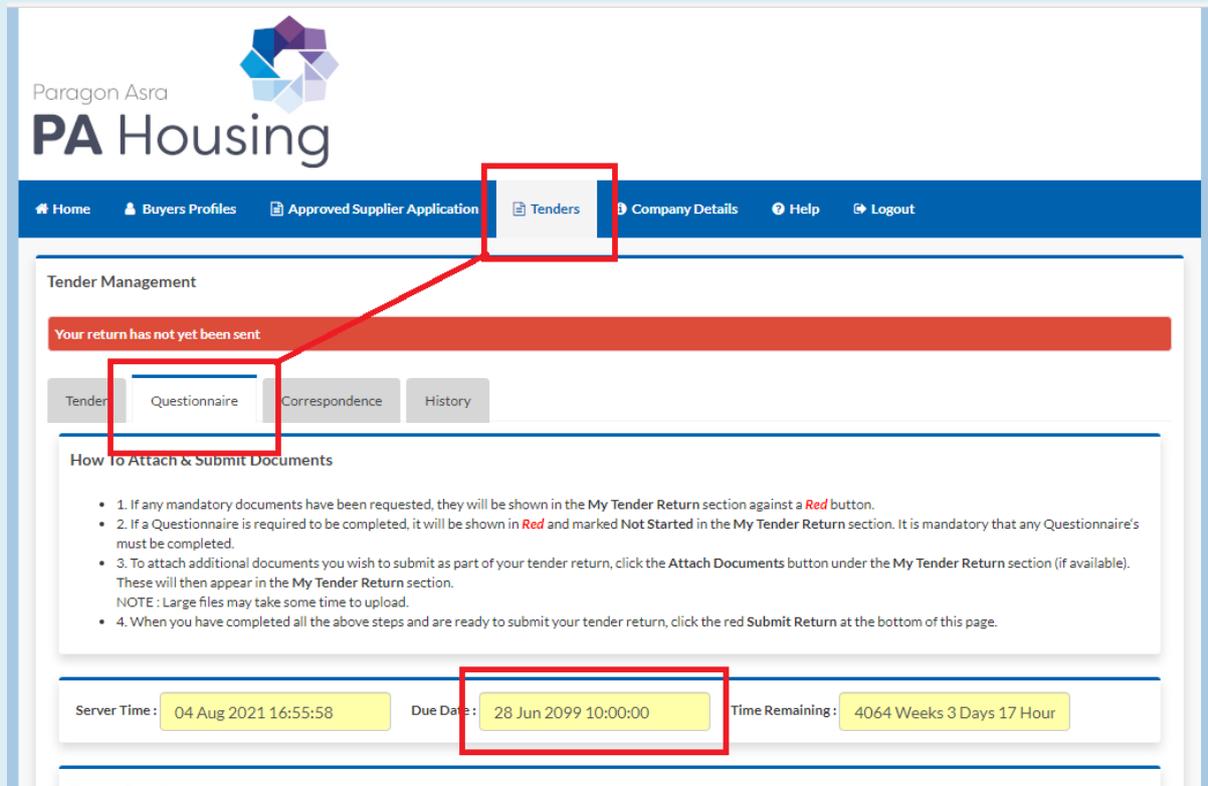
- Once registered you will be able to log in to the portal and view the “**Approved Supplier Application**” on the tab with the same name.
- Next click on the “**View Details**” tab to be able to “**Express Interest**” in completing the **Approved Supplier Application**. You can only express interest 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">Company detailsFinancialsInsurancesHealth and SafetyEquality and DiversityLicences, accreditation's and certificatesEnvironmentalSafeguarding <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	

A red box highlights the 'Approved Supplier Application' tab in the navigation bar, and another red box highlights the 'View Details' button at the bottom right of the application details. A red arrow points from the first box to the second.

- 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	View Questionnaire

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	View Questionnaire

My Tender Return - Lot 3: PAH Basic Payment Account	Description	Options
PAH Basic Payment Account	Incomplete	View Questionnaire

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

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	Description
	Section 1
1	Supplier Name
2	Previous Trading Names
3	Address Line 1
4	Address Line 2
5	Address Line 3
6	Address Line 4
7	Postcode
8	Company Registration Number

Section 2 – Contact Details

Question	Description
	Section 2
9	Contact Name
10	Contact Telephone Number
11	Contact Emails Address

Section 3 – Financials

Question	Description
12	Accounts Contact Name
13	Accounts Contact Telephone Number
14	Accounts Email Address where Remittances are to be sent.
15	Accounts Department Address Line 1
16	Accounts Department Address Line 2
17	Accounts Department Address Line 3
18	Accounts Department Postcode

Section 3 - Tax

Question	Description
	Tax
19	Are you VAT registered? If 'Yes' please identify number below.
20	VAT Number
21	Do you have a Unique Taxpayer Reference? If 'Yes' please identify number below.
22	Unique Taxpayer Reference
23	Does the Service you provide fall within scope of IR35?
24	If 'Yes' please provide your CSET check

Section 3 – Bank Details

Question	Description
	Bank Details
25	Bank, Account Name, Bank Address, Account Number, Bank Sort Code, Bank Account Description