

# Supplier Support Request Form

This form needs to be completed by the Supplier to support any request and additional support in line with PPN 0220. Please send completed form to [spend.hub@stockport.gov.uk](mailto:spend.hub@stockport.gov.uk)

<b>Supplier Name:</b>	
<b>Supplier Contact:</b>	
<b>Supplier Contact Number:</b>	
<b>Supplier Email Address:</b>	
<b>Council Contract Manager/Contact (if known):</b>	
<b>Additional Support Requested:</b> (what support and the value of it, where applicable. This should also include any request for support for additional expenditure occurring directly as a consequence of COVID-19 – e.g. PPE equipment, agency staffing etc.)	
<b>Have you furloughed, or do you intend furlough, any staff linked to the Council contract?</b>	
<b>If yes, have you claimed, or do you intend to claim, for wage costs through the Coronavirus Job Retention Scheme?</b>  <a href="https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme">https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme</a>	
<b>Rationale for Additional Support Request</b> (to be completed by the supplier):	

**Agreement to conditions for receipt of supplier support:**

- Suppliers agree to act and work on a total open book basis with appropriate cost transparency in order that the Council can continue to meet its value for money obligations;
- Suppliers commit to ensuring that any required cost data is made available to the Council where requested or agree to provide it at a later date for audit and reconciliation;
- Where support is offered, suppliers agree to continue to pay their own employees and subcontractors to ensure business continuity;
- Suppliers confirm that staff on the contract are not being made redundant and/or furloughed. Suppliers intending to make staff redundancies on the contract should inform the Council of this in advance of taking any action as this may affect payments being made during this period;
- Suppliers agree to retain records during the relief period in order to support future reconciliation;
- Suppliers should strictly adhere to the agreed invoicing protocols in order that the Council can pay invoices promptly;
- Suppliers should identify in their invoices which elements relate to normal business as usual matters, and which elements are related to the impact of COVID-19 where relief has been agreed; and
- If it is found that any supplier is taking undue fair advantage or failing in their duty to act transparently and with integrity, then the Council has a right to take action to recover payments made.

<b>Supplier Signature:</b>	<b>Date:</b>

**Detail to Support Additional Support Request** (to be completed by Council Contract Manager/Contact):

**Risk Assessment Completed (in support of advance payment request)** Yes/No (if Yes please provide details):

**Approval (if needed in support of advance payment requests)**

<b>Chief Finance Officer:</b>	
-------------------------------	--