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Supplier Purchasing Guide – Glen Dimplex



Overview

This Supplier Purchasing Guide is intended to cover the purchasing requirements relating to Glen Dimplex. Any exceptions / deviations need to be agreed with Bell.

Areas Covered :

- Quoting
- Purchase Orders
- Delivery and Packaging
- Invoicing
- Bell Contacts

Quoting

Quote requests will be sent by Bell Buyers from gd-buyers@bell-integration.com

Quote requests will be allocated a unique Reference Number XXXX (e.g. 8071).
This number should be used in all correspondence.

All quotes should contain the following unless instructed otherwise :

- Reference number
- Bell Entity – Bell TSIV Limited New Hampshire Court, St Pauls Road, Portsmouth, PO5 4AQ
- Lead time
- Validity Period
- Pricing and VAT rates

Any variable costs should be clearly indicated.

Quotes should be sent to GD Buyers: gd-buyers@bell-integration.com

NOTE: All deliveries will be realised to GD locations while Bell remains PO provider and invoice payer

Purchase Orders

- All POs will be provided via e-mail unless alternative means of provision are agreed
- We will ask you to confirm receipt of PO and **ETA on delivery** in a reply
- We will ask you to populate Glen Dimplex PO Number on **Delivery paperwork**
- **E-mail will include:**
 - PDF copy of the Bell PO
 - Copy of your quote
 - Glen Dimplex reference numbers to populate on all paperwork
 - Bell reference numbers and invoicing instruction

New Bell Purchase Order 4500002139

GD Support
To: Supplier@e-mail.com

PO4500002139.pdf
30 KB

Sales_Quotation_AdHoc_SQUO00043592PDF.PDF
24 KB

Dear Supplier,

Please find attached your new order, as well as a copy of the sales quote/document it relates to. Please confirm receipt of this order

Notes to order:

- 1) Please confirm Estimated Time of Arrival (ETA)
- 2) This will be a direct shipment to our customer Glen Dimplex so please ensure their PO reference 4500061971 is noted on all delivery paperwork. This will ensure deliveries are accepted and your invoices can be processed without issue.

To ensure no delay in payment please follow the below steps:

1. Ensure the following reference numbers are clearly stated on your invoice and delivery paperwork:
Bell PO – 4500002139
Customer Reference Number – 8522
2. Address the invoice to:
Bell TSIV Ltd
New Hampshire Court
St Paul's Road
PORTSMOUTH
Hampshire
PO5 4AQ
GB354198872
3. Submit the invoice to belltsivap@bell-integration.com with the email subject line including 4500002139

Example of Bell Purchase Order and E-mail template

Purchase Order: 4500002142

Edenhouse Solutions UK Test Supplier
Do Not Change-SHO
Unit 6 Diamond Crust, Stonebridge Road
Coleshill
B46 3JL

Purchase Order: 4500002142
Web Reference: GDUATSH019
Created on: 15 Feb 2022
Created By: Shelley Hocking
Bell Support Mailbox: gd-support@bell-integration.com
Supplier ID: 0001000010
VAT No.: GB177927553

Ship-to Address:
Glen Dimplex UK Test Account
Do Not Change-SHO
Stoney Lane, Prescot
Merseyside
L35 2XW

Please submit all invoices to:
BellTSIVAP@bell-integration.com
Bell VAT No.: GB354198872

Notes:
This will be a direct shipment to our customer Glen Dimplex so please ensure their PO reference 4500055707 is noted on all delivery paperwork. This will ensure deliveries are accepted and your invoices can be processed without issue.

This Purchase Order is subject to the terms and conditions of the applicable contract. In the event there is no applicable contract, the Bell Purchasing Terms shall apply: <https://bell-pm.com/terms-and-conditions-Bell-TSIV-UK>, to the exclusion of all other terms and conditions. By accepting this Purchase Order the supplier is deemed to have accepted the Bell Supplier Charter: <https://bell-pm.com/suppliers/supplier-charter/>

Item	ID	Description	Quantity	Delivery Date / Service Period	Net Price	Net Value
00010	892	SHO CBOR Material Hardware Test	1 PC	18 Feb 2022	1,000.00 GBP per 1 PC	1,000.00 GBP
00020	1154	SHO CBOR Material Hardware Test 2	1 PC	18 Feb 2022	2,000.00 GBP per 1 PC	2,000.00 GBP

Total Net Value: 3,000.00 GBP
Total Tax Value: 20.00 % 600.00 GBP
Total Gross Value: 3,600.00 GBP

Payment Terms: 60 days 0.000%

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T: +44 2392 825925
E: info@bell-integration.com
www.bell-integration.com
Commercial-In-Confidence

Bell-TSIV Limited Registered in England
No. 12594526 is a subsidiary of
Bell Microsystems Ltd Registered
in England No. 3102360
ISO 9001 (Quality),
ISO 14001 (Environment), OHSAS 18001
(Health & Safety) ISO 27001 (Security)

Delivery and Packaging

- Tracking Numbers should be provided to GD Support when available
- Packages must be clearly labelled with the GD PO Number as per instruction on Bell Purchase Order
- Items should not be consolidated / mixed between Purchase orders
- Copy of delivery note sent after each shipment to GD Support
- **Any delivery delays must be highlighted to Bell immediately**
- **Any changes to availability of deliverables must be highlighted to Bell urgently**

Invoicing

Invoices should be raised only after completion of delivery

(with partial shipment invoice must be raised only for completed part delivery)

All invoices should be sent to:

- Bell TSIVAP BellTSIVAP@bell-integration.com

All invoices should contain:

- Bell PO number and Customer Reference Number XXXX (e.g. 8071)
- Bell VAT Number
- Address
- Pricing and VAT rates

All invoices should be addressed to:

Bell TSIV Limited New Hampshire Court, St Pauls Road, Portsmouth, PO5 4AQ



Invoicing – Permanent Recruitment

The GD HR team will as per the recruitment current process confirm if your candidate has been successful. When your candidate has been confirmed as day 1 started at GD please send a proforma invoice to your GD HR contact. They will ensure details are correct and pass to PO stage. This cannot be a final invoice as a PO has not been raised at this stage.

The following is required on this proforma invoice which can only be submitted on candidate confirmed as started:

Addressed to:

- Bell TSIV Limited, New Hampshire Court, St Pauls Road, Portsmouth, PO5 4AQ

Containing:

- Job Title
- Location
- Confirmed start date
- Agency Fee based
- No candidate name included to be compliant to GDPR

This will enable a Bell PO to be raised and communicated to you to raise an invoice containing the specific PO number. Invoice to be addressed to Bell with details as above. Noting we have a no PO, no Pay policy.

If you have any queries please contact our team: SupplierOnboarding@bell-integration.com



Bell Contacts

Stakeholder	E-mail address	Purpose
Bell Buying Mailbox	GD-Buyers@bell-integration.com	<ul style="list-style-type: none">- Requesting quotes- Alignment of requirements- Any queries relating to sourcing activities
Bell Support Mailbox	gd-support@bell-integration.com	<ul style="list-style-type: none">- Sending Bell PO to TPVs- Receiving Delivery Notes- Order status queries- Any queries relating to order management activities
Bell Accounts Payable	belltsivap@bell-integration.com	<ul style="list-style-type: none">- Receipt of Supplier Invoices- Payment Queries- Any queries relating to finance
Bell Supplier Onboarding Mailbox	SupplierOnboarding@bell-integration.com	<ul style="list-style-type: none">- Supplier Onboarding process- Supplier details change- Bank Details change