

Approved Provider/Supplier Questionnaire



Supplier/Provider name*	Prepopulate (account name)
Supplier/Provider Address*	(billing address)
Contact Name*	(supplier contact)
Telephone number	(phone)
Email address*	(email address)
Job Title	(Title)

Activity* <i>(at least one category must be ticked)</i>	YES	NO
Are you a Road Haulier?		
Are you a Shipping Line?		
Are you an Airline?		
Are you a Freight Forwarder?		
Are you a Customs Broker?		
A supplier of other goods or services?		
If YES please specify:		
Are you providing services under your own intermediary such as a Personal Services Company (PSC) or an umbrella company? <i>(Your own intermediary can be defined as a limited company where you are the director and sole provider of the services, or a sole trader.)</i>		

Can you carry Hazardous Goods. <i>[Text box then needed if yes]</i>	If YES what classification		
Are your Drivers ADR trained/licensed?			

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Do you have a DGSA to manage hazardous goods movements? If YES please provide copy certificate		
Can you carry refrigerated material?		
Can you carry bulk freight?		
Have you an Operator's Licence? Please provide licence number.		
Do you operate or offer alternative fuel vehicles within your fleet? If so, please detail below: <i>[Text box then needed if yes]</i>		
Are you AEO (Authorised Economic Operator) accredited? If YES please provide a copy of your certificate.		
Please provide a copy of your Insurance Cover? Provide a copy		
Please provide a copy of your Terms & Conditions? Provide a copy		

Please take a moment to read our [Supplier Code of Conduct](#) before continuing.

Environment	YES	NO
Have you read and do you comply to our Supplier Code of Conduct ?		
Do you report on your company's annual carbon emissions in any capacity? If yes, please provide below in CO2e tonnes:		
Scope 1:		
Scope 2:		
Scope 3:		
Are you accredited with an EcoVadis rating? If yes, please share scorecard with greenteam@woodlandgroup.com		
Do you have an environmental management system in place? e.g. ISO 14001 If YES please provide a copy of your certificate.		
Wherever possible, do you recycle the waste produced by your company's operations?		
Is your onsite electricity powered by renewables either via onsite solar panels/wind turbines, or via a renewable energy utility contract?		

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Do you partake in any offsetting programmes? Do you have a plan to continue to use the programme long term? [flag Sam if 'no']		
Any other sustainable/environmental initiatives worth noting: [Text box here]		

Social	YES	NO
Are you ISO 9001 registered? If YES please provide a copy of your certificate.		
Does your Company have a health and safety policy? If YES please provide a copy.		
Are you registered to ISO18001? If YES please provide a copy of your certificate.		
Are you accredited with any other social, employment or fair labour standards and/or rating? If YES please provide a copy of your certificates.		
Do you operate in line with international Human Rights workplace laws and legislations?		
Do you operate in line with international safe labour laws and legislations?		
Are you taking any action to actively prevent corruption, extortion, and bribery within your company?		

Governance	YES	NO
Are you accredited with any ethical standards and/or ratings? If yes, please attach the certificate when submitting this document		
Do you offer/are you actively working towards offering your employees an actual living wage?		
Are you actively working towards removing any gender pay gaps between your employees?		
Are supportive of any and all initiatives that encourage diversity and inclusivity in the workplace, and fight against discrimination?		
Are supportive of any and all mental health awareness projects and ensure procedures are in place to support your employees?		
Do you offer learning and development opportunities to your employees?		

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Any other details

Are there any other areas that you wish to provide that would help in your approval as an APPROVED PROVIDER/SUPPLIER to the Woodland Group?

Are you a member of any Association related to your business?

Please list, include certification if needed

I hereby declare that:

Goods which are produced, stored, forwarded or carried by order of Woodland Group Companies (WG) , which are delivered to WG or which are taken for delivery from WG are;

- Produced, stored, prepared and loaded in secure business premises and secure loading and shipping areas.
- Protected against unauthorised interference during, production, storage, preparation, loading and transport.

I also declare that;

- Reliable staff are employed for the production, storage, preparation, loading and transport of these goods.

Business partners who are acting on my behalf are informed that they also need to ensure the supply chains security.

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Accounts Department contact details

Name:

Email:

Phone:

Bank Account details

Payee Name:

Sort Code:

Account Number:

BIC/SWIFT:

IBAN:

Bank Name:

Bank Address:

Bank Country:

Agreed Payment Terms:

Sign Name	
Print Name	
Position	
Date signed	