



**FORTH  
PORTS**  
SCOTLAND

CONTAINERS  
GRAIN, DRY AND LIQUID BULKS  
OIL AND GAS  
TIMBER PRODUCTS  
PORTCENTRIC  
MARINE  
CRUISE



[forthports.co.uk](http://forthports.co.uk)

GRANGEMOUTH / LEITH / DUNDEE / ROSYTH / BURNTISLAND / KIRKCALDY / METHIL

**SUPPLIER WELCOME PACK**



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## 1. INTRODUCTION TO FORTH PORTS

**Forth Ports Group** consists of 8 strategically positioned ports across the UK to create a sophisticated and nationwide network of integrated services. Our ports facilitate the fast and efficient import and export of raw materials and finished products, operate as logistical bases for major construction projects across the country, and are considered hubs for key established and emerging industries, from oil & gas and agriculture, to renewable energy and North Sea decommissioning.

Our ports are located on the Firth of Forth, the Firth of Tay and the Thames:

- Grangemouth
- Leith (Edinburgh)
- Rosyth
- Dundee
- Methil
- Burntisland
- Kirkcaldy
- Tilbury (London)



Forth Ports is the largest port group in **Scotland** acting as major industry hubs and providing fast and efficient access to 70% of the Scottish population. Our continued, consistently outstanding service is made possible thanks to our connected network. When customers dock or operate at just one of our ports, they benefit from the strength, relationships, and resources of the entire Forth Ports Group.

In addition to the commercial ports we also provide an important service as the statutory harbour authority for the Firth of Forth and the River Tay. Our **marine department (FTNS)** manages and operates an area of 280 square miles of navigable waters, including two specialised marine terminals for oil and gas exports. The department delivers a consistent high level of service in ships handling, pilotage, navigation, conservancy and towage.

**The Port of Tilbury** is the largest port within our group. With 130 years of experience, the Port of Tilbury is London's major port and the UK's greenest port. It is the only UK port that truly services both deep sea and short sea customers via the London Container terminal. The port handles 16 million tonnes of cargo per annum and contributes £394 million GVA. With an estate in excess of 1,000 acres, the Port of Tilbury provides a key role in supporting UK supply chains for a diverse range of sectors, supporting customers to deliver their goods into the London and South East market.

Forth Ports offers key berthing facilities to cruise operators at our London and Edinburgh ports - [www.cruiseedinburgh.com](http://www.cruiseedinburgh.com) and [www.londoncruiseterminal.com](http://www.londoncruiseterminal.com).

### ***Forth Ports at a glance:***

- *41 million tonnes of cargo handled*
- *8 ports across Scotland and England*
- *Generating GVA of £1 billion*
- *3rd largest UK port operator*
- *Home to London's largest port*
- *Home to Scotland's largest port*
- *Investing over £1 billion*
- *1,200+ employees*
- *Statutory harbour authority for the Forth and Tay*

## Grangemouth

Grangemouth is Scotland's largest container port and freight hub and lies at the centre of Scotland's industrial heartland. The port is situated midway between the main Scottish cities' of Glasgow and Edinburgh, and is served by the M9 motorway, which links it to the national motorway network, and is also rail linked. 70% of Scotland's population live within 1 hour's drive of Grangemouth.



Approximately 9 million tonnes of cargo are handled through the dock facilities each year. Of this, 2.5 million tonnes is dry cargo, which represents incoming raw materials for Scottish industry and outgoing finished product.

As Scotland's main container terminal, the port handles approximately 150,000 containers per year. As much as 30% of Scotland's gross domestic product (GDP) goes through the port, highlighting the port's essential role as an economic facilitator for Scotland. It is the UK's largest feeder port and the only one that exports more than it imports. The port works with all major deep sea shipping lines, as well as European short sea, multimodal and tank operators. This broad range of customers is serviced by 8 weekly feeder vessel calls linking Scotland with worldwide deep sea markets and European and Baltic short sea destinations.

Grangemouth's location at the centre of Scotland's main areas of production and consumption, its road, rail and sea links, and its land availability makes the perfect combination for the port's further development as a logistics and distribution freight hub.

### **Port of Grangemouth at a glance:**

- *8 weekly feeder services*
- *Top 10 global shipping lines utilise the port*
- *Liquid bulk terminal for Oil & Gas*
- *70% of Scotland's population within an hour's drive*
- *500,000 square foot of warehousing*
- *Rail linked to main East and West Coast lines*
- *Scotland's largest container and reefer terminal*
- *3 gantry cranes and 16 straddle carriers*



## Leith

Forth Ports Leith is Scotland's largest enclosed deep-water port with the capability of handling vessels up to 50,000 deadweight tonnes. Located to the north east of Edinburgh, less than 3 miles from the city centre, the port has access to Scotland's road and rail networks and is well positioned for all North Sea shipping activities.



Focussing on a range of cargo types, Leith has forged long-term relationships with customers ensuring that their needs are met for the reception and onward delivery of cargoes such as grain, animal feed, steel pipes and recycled products, ensuring that industries such as food production, oil and gas, and agriculture continue to operate and thrive.

Most recently Leith has been recognised as a key player in the offshore renewables market supporting the construction of one of Scotland's newest offshore wind farms, utilising the port's excellent location, laydown areas and specialist handling expertise to deliver a bespoke solution for the foundation marshalling for this critical infrastructure project.

To further support the offshore renewables sector and wider energy transition Forth Ports are investing £40million in a new renewable energy hub at the Port to create new industrial jobs through the creation of a green energy centre of excellence in manufacturing.

This will include the creation of an outer berth (300m x 60m), including heavy lift capability and ability to accommodate the largest offshore wind turbine installation vessels. 15 hectares of land adjacent to the berth will be purpose built for logistics and marshalling. A further 60 hectares of land is available to accommodate lay down; assembly; green energy (hydrogen) manufacturing and supply chain incubator.

### ***Port of Leith at a glance:***

- *Capable of handling ships up to 50,000 DWT*
- *2 dry dock facilities*
- *Port can handle in excess of 1M tonnes of cargo*
- *Renewables EPCI Supply Base*
- *Home to the Royal Yacht Britannia*
- *Scotland's marquee cruise call*
- *Demobilisation and mobilisation facilities*
- *Scotland's largest enclosed deep water port*





## Rosyth

Located in Fife on the north bank of the river Forth, with direct river access to quayside and deep-water berthing facilities. Located less than 2 miles from the M90 motorway, Rosyth is the obvious port of choice for a wide range of customers looking to benefit from being connected to an unrivalled logistics network throughout Scotland.

Rosyth plays an important role in keeping Scotland's cargoes moving across multiple sectors: agriculture, construction, renewables, oil & gas, project cargoes and manufacturing.

As part of a long-term partnership between Forth Ports and Cefetra Ltd, Rosyth has now become Scotland's premier agri-hub, handling an extensive range of agricultural products for the Scottish animal feed, food and drink and farming industries.

The port is also ideally positioned to support North Sea decommissioning and renewables programmes with quick vessel mobilisation times on short notice.

### **Port of Rosyth at a glance:**

- *Scotland's premier Agri-Hub*
- *Over 450,000 tonnes of bulk and packaged cargo handled*
- *Project cargoes and Break bulk with storage facility adjacent to the quayside*
- *Heavy lift capability*
- *Oil and gas and offshore wind projects catered for*
- *Aggregate and construction materials hub*
- *Experience with major infrastructure projects*
- *Cruise Turnaround Hub*
- *6 working berths*
- *Established Automotive hub*



Rosyth was proud to be marine and prefabrication hub for the construction of the £1.4 billion Queensferry crossing, dedicating a large proportion of the port to the project and working in collaboration with the construction consortium to ensure all construction materials were handled safely and efficiently.

Rosyth has grown to be an important port of call for cruise liners, and it has benefitted from significant investment to become Scotland's key turnaround and transit hub, experiencing a yearly increase of cruise liners calling in the summer months. Car parking close to the main cruise terminal make it an ideal location for turnaround calls for passengers from Scotland and the north of England.



## Dundee

Forth Ports Dundee is the most northerly port within the Forth Ports group. It is one of the largest economic generators in the City of Dundee and the Tayside region of eastern Scotland, and plays a key role supporting many established and emerging growth markets such as agriculture, renewables, oil and gas, decommissioning and construction. In November 2019 Dundee was announced as the turbine assembly port for the Neart na Gaoithe Offshore Wind Farm.



Forth Ports Dundee is located on the east coast of Scotland between Aberdeen and the central belt. The port lies on the north side of the sheltered River Tay estuary and is adjacent to the ring road which circles the outskirts of Dundee, providing direct and efficient road links in and out of the city. The trunk road leads directly onto the dual carriageway to Aberdeen one hour to the north, Perth half an hour to the west, and Edinburgh one hour to the south. The marine capability of Dundee has been enhanced through the upgrade of the access channel using a state of the art port entry light system and other virtual navigation aids.

The port has been identified as one of Scotland's top locations for renewable manufacturing by Scottish Enterprise under the National Renewables Infrastructure Plan and is within the Scottish Government's Low Carbon Renewables East Enterprise Area.

Forth Ports has committed £40m of investment to firmly anchor the port's position at the forefront of the renewables and decommissioning markets.

There will also be a custom built 70,000 sq. ft. warehouse.

Dundee is undergoing a major investment programme in its waterfront area, including the newly opened V&A Museum of Design, which is having a significant economic impact on the city and contributing to Dundee's development as a business and tourism centre. The port receives an increasing number of cruise vessels each year.



### **Port of Dundee at a glance:**

- *Primary turbine marshalling and assembly port*
- *Renewables Hub*
- *End-to-end decommissioning supply chain*
- *Jack-up capabilities*
- *1,600m of quayside with 6 working berths*
- *150,000 tonnes of agripods flat storage*
- *In port grain drying facility*
- *Supply base for energy partners*
- *100,000m<sup>3</sup> liquid storage*
- *A significant economic driver for Dundee*

## Methil

Situated on the northern shore of the Firth of Forth, Methil is the most easterly of the Fife Ports. Operating as a national timber, aggregate, and general bulk commodity distribution centre, Methil offers ample timber storage as well as facilities to handle grains and cereals along with other bulk commodities.



The port also benefits from facilities accommodating the repair, maintenance, and supply of offshore drilling rigs and tankers. This is made possible by taking advantage of the deep, sheltered water of Largo Bay and the specialist services in Methil and its locality. Service vessels and personnel transfers from Methil to the rigs can be arranged through Forth Ports.

In addition, with its strategic location, natural deep and sheltered waters, and a range of top-level facilities and services, Methil is a port that is ideally positioned to serve the emerging renewable energy sector as it continues to grow year on year.

## Burrtisland

The Port of Burrtisland is the Forth's most natural harbour and one of its oldest. It is located on the northern side of the River Forth, where it is ideally situated to access nationwide transport and distribution by sea and road.



The port is home to two major tenants including Scott Timber who have a pallet manufacturing facility onsite, and Briggs Marine who use the port as a base to service ships coming in and out of the Forth.

Recent years has seen port traffic driven upwards through increased coastal shipping of timber products and opportunities within the offshore renewable energy sector.

## Kirkcaldy

Kirkcaldy Harbour, positioned on the northern side of the Firth of Forth, is perfectly equipped to accommodate standard general cargo coaster vessels; regularly handling a wide variety of bulk goods, including high volumes of grains and cereals in particular.

In 2011, following a 20-year gap, the tidal harbour re-opened for commercial business and to serve the local flour mill, Hutchison's Mill – part of the Carr's Milling Group – with the mill offering a high-capacity silo intake facility, positioned directly adjacent to the quayside.

Facing increasing demand for imported wheat, the mill is reaping the port centric benefits of its quayside location, as well as the opening of a new state-of-the-art mill, built alongside its pre-existing facility.

With these assets and more, Kirkcaldy Harbour can easily handle grains and cereals, timber, aggregate, and many other bulk commodities for our customers.



## **FORTH PORT'S PURPOSE**

At Forth Ports we do so much more than simply manage cargo passing through our eight ports across the UK. We are intrinsically connected to the success of the local and national economies in which we operate. All of the commodities which we handle, export or distribute allow our economy to thrive and trade, and enhance the quality of life of many people in the UK and countries around the world.

From grain for bread; road salt for winter driving; timber and bricks for home construction; wind turbines for renewable power; to petrol for filling station courtyards, these commodities feed many, power communities and also help to build and reinforce communities. We collaborate, problem solve and go the extra mile to find supply chain solutions and improvements for our diverse mix of customers.

Our dynamic owners rely on our success to help them pay the pensions of ordinary working people including Canadian Reserve Forces, public sector workers in the UK, teachers in California, Australian nurses and construction workers.

We have a strong purpose and our strategy is to invest in supply chain solutions for our customers. We invest continuously in our people through the development of their skills and performance at our award winning in-port training academies. We invest in infrastructure and technology to deliver an excellent offering for customers.

This is an exciting time for the business as we look to build a new port for London. Tilbury2 will be a major infrastructure project for the UK at a time when the country needs its ports more than ever. In Scotland, we are developing a range of services and facilities to meet the current and future demands of key industry sectors including agriculture, North Sea oil & gas and renewables.

We are not standing still, we are investing and adapting now to the changes which are guaranteed to come and we are excited about our future.

*Charles Hammond OBE*  
*Group Chief Executive Officer*

## **2. YOUR DETAILS**

**To enable us to buy from you and to pay you efficiently there is some key information we require:**

You will be asked to complete our vendor management evaluation process which provides us with the details needed for you to be an approved supplier and some information for you.

**This will include:**

- Bank Name, Account number and Sort Code. Where the bank account name, or the country where the bank account is held, differs from the trading name and address, please ensure full explanation given as to why.
- Full Trading Address
- Public & Product Liability Insurance certificate
- Employer's Liability Insurance certificate
- Policy Documentation
- Unique Taxpayer Reference (10 digit number) or Overseas equivalent
- VAT number
- Health, Safety & Environment information
- Relevant Company policies
- Terms and Conditions of Purchase
- Business Ethics Commitment (see also our code of conduct on this document)
- Request for supporting information – we will require copies of any accreditation certificates,
- E.g. ISO 9001 and details of your Quality Assurance Organisation and Systems.
- Security Vetting

**We will also require proof of competency which can include documents such as member association certificates, training and work experience certificates and we may require key personnel CV's.**

**If you are a contractor working on any Forth Ports Limited site within Scotland you will be required to complete all details in line with constructionline and be SSIP accredited. For further information prior to application please visit [www.constructionline.co.uk](http://www.constructionline.co.uk)**

### 3. HOW WE BUY FROM YOU

When we buy from you, we will issue you with an electronic purchase order. No verbal order numbers will be given.

Goods and services will normally be supplied after you receive our purchase order. Purchase orders are automatically generated once our internal processes have been fully approved and will normally be emailed to you.

Each purchase order will have a unique number. It is imperative this number is quoted on your invoice to ensure a smooth purchase to pay process. **Any invoice received without an order number will be returned to you unpaid.**

Please ensure the invoice you are submitting correctly matches the purchases order. Any charges over and above the purchase order will be referred back to you. Ensuring the invoices and PO match will ensure prompt payment to you.

#### Purchase Order Number

**Purchase Order Form:**

**Purchase Order Number:** 000232683

The Purchase Order number MUST be quoted on all correspondence

**Vendor:**  
A. N. Other Supplier  
1 High Street  
Town  
County  
1XX 1XX  
Telephone:

**Deliver To:**  
Carlteen Tibury  
Port of Tibury  
Tibury  
Essex  
RM18 7EH

**Invoice To:**  
Port of Tibury London Limited  
Leslie Ford House  
Tibury Docks  
Essex  
RM18 7EH

**Order Date:**  
28-Jan-2016

**Notes to Supplier:**

Line No.	Qty	Description	Internal Part No.	Suppliers Part No.	Unit Price £	Discount £	Line Value £	Delivery Required
001	2.00	10MM X 10MM BLACK WIDGET			1.00	0.00	2.00	02-Feb-2016

**Contact in case of query:**  
Name: Garry Sawyer  
Telephone No: 01375 852429  
VAT No: 592 9785 69  
Company Reg No: 2859118

Our standard Terms and Conditions apply, which can be viewed at [www.forthports.co.uk/services/supplier-portal/](http://www.forthports.co.uk/services/supplier-portal/)

**VAT Excl Total:** 2.00  
**VAT Total:** 0.40  
**Total Order Value:** 2.40

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**Invoice Form:**

**\*\*Invoice\*\***  
12345

FORTH PORTS LIMITED

**Payment Details:**  
Account Name  
Account No  
Sort Code  
IBAN

**PURCHASE ORDER NUMBER: 000232683**

**Contact Details:**  
In the event of query please telephone: on  
Fax No:  
E-Mail:

Date Customer Account

Description of Charge	Amount GBP	VAT Code
10MM X 10MM BLACK WIDGET	2.00	

**VAT SUMMARY**

Code	Description	VAT %	Net	VAT
8	GB STANDARD 20%	20.00%	2.00	0.40
			Amount ( GBP )	2.00
			VAT	0.40
Due date per customer agreement or standard terms and conditions			Total ( GBP )	2.40

#### 4. DELIVERING GOODS OR SERVICES

**When you receive our purchase order please check the detail and where requested please send back the acknowledgement within 24 hours.**

##### *Good imported into UK*

Where you are an overseas supplier and the goods are being imported into the UK, and under the incoterms we are responsible for the customs clearance of the goods, you must also provide to us a shipping invoice and packing list with some key information, so we can instruct for the customs clearance of the goods on import. This information must be provided in advance of the goods arriving in the UK so delivery is not delayed due to goods being held at the point of import.

In the shipping invoice and packing list, please include the following information as a minimum:

- *Our purchase order number (one per invoice)*
- *Product description*
- *Commodity Code (10 digits)*
- *Origin(Country of the last transformation) EU origin: Statement following Trade and Cooperation Agreement between UK and EU*
- *Quantity, unit of measure,*
- *Weight Net and Gross/ Package*
- *Price for Customs purposes and currency*
- *Incoterms (International Commercial Terms)*
- *Your company name, address and VAT registration number*
- *Importer: Name and EORI number*
- *Your contact details in case we have a query*
- *Quote reference number if applicable*

Where Forth Ports Limited is the contracting party and the company being invoiced/stated as consignee it shall be the Importer and Forth Ports Limited's EORI should be stated which is: GB 592 9785 69 000.

There may be instances under warranty contracts whereby the following subsidiaries shall be the contracting party, and therefore being invoiced so Importer. Where this is the case please use the EORI for the party being invoiced/stated as consignee:

Forth Estuary Towage Limited	GB 592 9785 69 003
Targe Towing Limited	GB 592 9785 69 028

Please note delivery address does not impact the EORI number to be used, the EORI stated should be the party being invoiced/stated as consignee as this is the Importer.

Once the goods are ready for shipment can you please:

- Email the packing list and shipping invoice
- Email all transport documents (AWB/CMR/BL)
- Advise the estimated date of loading
- Advise contact details for the freight forwarder

Please emails to:

- [Customs.clearance@forthports.co.uk](mailto:Customs.clearance@forthports.co.uk)

***Please note there is a legal obligation on the supplier to provide us with the above***



**information to allow a correct customs declaration to be made. Please note if there is a delay in providing information, this will likely to cause a delay in goods being delivered, and a delay in payment.**

We will then look forward to the timely delivery of your goods and services.

## **5. YOUR INVOICE**

**To enable us to pay you promptly and to the agreed purchase order terms and conditions we will require you to submit your invoice with some key information.**

When submitting your invoice please include the following information as a minimum:

- *Our purchase order number (one per invoice)*
- *Quantity, unit of measure, price and currency*
- *Description of the goods and/or services you have delivered/carried out*
- *Your company name, address and VAT registration number*
- *Your contact details in case we have a query*
- *Quote reference number if applicable*
- UK VAT amounts must be stated in GBP even where invoice is in foreign currency

***Please note if the above information varies from the information on the purchase order, this is likely to cause a delay in matching your invoice, and hence a delay in payment.***

- For all Scottish Operation invoices please email [purchase.ledger@forthports.co.uk](mailto:purchase.ledger@forthports.co.uk)
- Or alternatively by post to Forth Ports Limited, Carron House, Central Dock Road, Grangemouth, FK3 8TY

## **Invoice processing issues**

If you have provided your goods / services, and we are unable to process your invoice for payment, we will notify you of the action required.

## **6. PAYMENT**

**When we match your invoice to our purchase order and goods receipt note / confirmation of services, we can then arrange payment.**

Once we receive your invoice, and the goods / services have been received, we will match the purchase order, invoice and goods receipt note / confirmation of services. When these have been matched, payment will be released.



We pay invoices electronically by BACS, and will email a remittance advice to you.

If you do not receive payment, please email our Accounts Payable Team as detailed in section 5. Accounts payable will then investigate and advise reason for non-payment.

If your services are construction operations under the Construction Industry Scheme then we may be required to withhold tax from the payment depending on your CIS sub-contractor status

## **Credit Notes**

Credit notes are submitted in the same way as an invoice. The invoice number and purchase order to which the credit relates must be stated.

## 7. OTHER WAYS OF DOING BUSINESS

### Consolidated invoices

For suppliers where transaction volumes are high we may jointly agree an invoicing method to minimise the transactional burden.

### Online Catalogue

If this option is available then you should discuss what's possible with your Forth Ports contact.

## 8. WORKING TOGETHER



**Our Supply Chain is critical to the delivery of our existing contracts and securing future business.**

We are therefore committed to developing a long-term relationship which supports our strategy and goals with the right suppliers. We aim to be professional at all times, and establish strong working relationships with our suppliers.

### Code of Conduct / Business Ethics

Our business ethics and code of conduct is extremely important to us. The Procurement Department adopts the Code of Conduct as set out by the Chartered Institute of Procurement and Supply. Details of this can be found at: <https://www.cips.org/CIPS-for-Business/supply-assurance/Corporate-Ethical-Procurement-and-Supply/Corporate-Code-of-Ethics/>

This will also include compliance with the Bribery Act 2010, Modern Slavery Act 2015 and part 3 of the Criminal Finance Act 2017 which prevents the facilitation of tax evasion.

Procurement is bound by any other relevant items of legislation that may be enacted and to which the company must ensure that it fully complies through its procurement practices.

### Health, Safety & Environment

Forth Ports seeks to achieve the highest standards in the management of Health & Safety in all areas of its operation. These standards apply not only to our own employees, but also for the benefit of contractors, customers, agents, visitors and the general public.

We have a Group Health and Safety Policy Statement that demonstrates our commitment to health and safety.

**SAFETY  
FIRST**

Our safety programme is called 'Safety F1rst' and is aimed at cultural and behavioural change to further promote safety. At the heart of the campaign is our Safety Charter, developed in consultation with our employees.

The ports were successful in maintaining their 5 star safety status in 2011; and in 2010 both Scottish Operation and the Port of Tilbury were awarded prestigious safety awards, Sword of Honour, of which only 40 are awarded globally each year.



## Environment and Sustainability

Forth Ports recognises the importance of operating in a responsible manner within the generally accepted principles of sustainable development. The land and estuaries that we manage are valuable natural assets socially, economically and environmentally. Being a responsible company we continue to review our operations to ensure that we minimise our impact on the environment and operate efficiently. In doing so, we assist the UK and Scottish Governments in their ambitious targets to reduce emissions and work towards limiting human induced climate change, while at the same time being a modern, essential part of the global supply chain.

We manage environmental risks and our performance through our environmental management systems. A significant proportion of our business retains the ISO14001 environmental management standard, including the Port of Tilbury, London Container Terminal, the Marine Division (including Forth and Tay Navigation Service, Pilotage and Forth Estuary Towage) and the Operations Department of the Port of Grangemouth.

Our approach to minimising our impact on climate change has been to focus on improving the energy efficiency of our activities and identifying and progressing opportunities for the generation of renewable energy on our estates. Each business across the Group is also working on projects to improve energy efficiency of their operations.



All of our locations are in close proximity to sites designated as important for conservation; our activities generally pre-date the designation of these sites and continue to comfortably co-exist with the species that rely on these adjacent habitats. In recent years we have funded Ph.D. students at the Universities of Dundee and Glasgow to help inform our understanding of our environmental setting and to assist future planning for our ports.

Our statutory duties include the preparation and upgrading of oil spill and emergency plans for our Ports and Harbour Authority waters, and the maintenance of safe navigation to and from the facilities within our jurisdiction. The maintenance dredging we undertake has remained largely unchanged since the 1960s.

There is a drive across the Group to reduce the volume of waste to landfill ultimately to zero percent. Forth Ports works closely with its customers to promote recycling and landfill diversion.



## Sustainable Procurement

The Group recognises its responsibilities to carry out its Procurement activities in an environmentally responsible and sustainable manner. The Group and its Procurement Department will therefore strive to:

- *Comply with all relevant environmental legislation.*
- *Ensure that all procurement decisions are taken in the spirit of the Group's Environment and Sustainability Policy.*
- *Encourage suppliers to deliver environmentally sound products and services through a low carbon and environmentally sustainable supply chain.*
- *Work with suppliers to help them understand the Group sustainability objectives and find lower impact alternatives where applicable.*
- *Work with key suppliers to bring about changes and thereby spread sustainability improvements throughout the supply chain.*
- *Ensure that suppliers environmental credentials are, as far as legally practicable, considered in the supplier appraisal process.*
- *Ensure that, where appropriate, environmental criteria are used in the award of contracts.*
- *Encourage Managers and Staff to review their consumption of goods and materials, in order to reduce usage and adopt more environmentally sound products, including the use of sustainable products as appropriate.*
- *Specify, wherever possible and reasonably practicable, the use of environmentally sound materials and products.*
- *Ensure that an opportunity is given for the inclusion within all specifications, of a facility for suppliers to submit offers for environmentally sound alternatives.*
- *Ensure that life cycle cost is considered prior to procurement decisions and given the appropriate weight.*
- *Explore opportunities for recycling of materials as appropriate.*
- *Work with other Departments across the Group to bring about 'joined up thinking' in this area.*

## Terms and Conditions

The Group has standard sets of terms and conditions and in most circumstances purchase orders are placed on the acceptance of Forth Ports Limited Terms and Conditions for Purchase of Goods and Services. No deviation from these terms can be accepted without approval from the Purchasing Department. The terms and conditions are reviewed if circumstances alter or a change in law occurs.



It may be deemed necessary, as part of a tender process to agree more industry specific terms and conditions. In such cases these will need to be checked by the Procurement Department and in some circumstances, the Group lawyers.

All terms and conditions can be found on the Forth Ports Limited Supplier Portal <https://forthports.co.uk/services/supplier-portal/>

The following documentation also forms part of the terms and conditions:

- Safety rules for contractors
- Safety rules for visitors
- Company policy on drugs and alcohol
- Company policy on security
- Company policy on mobile phone use
- Company policy on smoking
- Business ethics and conduct policy
- Criminal Facilitation of Tax Evasion Policy

## **Tendering**

All tenders must be undertaken by the Procurement Department in support of the budget holder. Tender documents will usually consist of the following documents:

- *The specification*
- *The contract terms and conditions*
- *The instructions to tenderers*

When the process is complete and the contract is awarded these documents, the submission from the supplier and any clarifications will form the contract once both parties are in full agreement.

Upon request, unsuccessful tenderers will receive a summary response from the procurement department.

All tenders are auditable and as such a full audit trail must exist which justifies any decisions made.

Scottish law demands unbiased, fair and honest tendering processes throughout Scotland. Any breach of contract award without a formal process being followed could result in legal proceedings for the company. If any employee is in doubt please contact the Procurement Department.

## **Vendor Management**

All suppliers must complete the company evaluation process prior to any requisition being raised.

Any supplier / contractor required to undertake work on behalf of Forth Ports Limited must have suitable and sufficient insurances in place prior to work commencing. To validate insurance records an external source may be used.

As part of the vendor management within the group Procurement may seek operational input and support from stakeholders.

The company standard payment terms are 45 days for suppliers and contractors, however, for small businesses the company will consider alternative payment terms to ensure timely payments for work completed. A request for alternative payment terms must be made to the Procurement Department. Any payment is based on a correct and prompt invoice being received.



**Thank you for taking the time to read our supplier welcome pack.**

**Useful contacts:**

**[www.forthports.co.uk](http://www.forthports.co.uk)**

**[purchasing@forthports.co.uk](mailto:purchasing@forthports.co.uk)**

**Tel: + 44 (0) 1324 668400**