

# Working With BT

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BT conducts a vast range of procurement activities with thousands of suppliers around the globe. We are committed to ensuring that all our dealings with suppliers - from selection and consultation, to recognition and payment - are conducted in accordance with the principles of fair and ethical trading.

We want to build relationships with suppliers of all sizes who can provide the innovative products, services and solutions that our customers are increasingly demanding. By building successful relationships with suppliers who are able to offer competitive differentiation, BT can create added value for our customers and trading partners, for the mutual benefit of all concerned.

Being a supplier to BT may not be appropriate for your company. However, our supply chain goes further than direct suppliers with multiple tiers of sub-contractors. Information provided on Selling2BT will help you decide whether being a supplier or sub-contractor to BT is right for your company.

## How to Register Your Interest in Becoming a Supplier to BT

1. Familiarise yourself with the information on our web site  
<http://www.selling2bt.bt.com>
2. Assure yourself that you can meet  
[BT's Primary Requirements](#)
3. Determine if BT has a current need for your [product or service](#)
4. Select the appropriate commodity and then click on 'General Contact Details'
5. Contact our buyer

## BT Purchasing Principles

Our principles provide a framework to ensure that we act in an ethically and commercially responsible way in our business dealings with our supply market. Adhering to these principles is an integral part of the procurement process in BT.

We will:-

- Create commercial advantage for BT by applying the highest standards of professional competence. Through having good supply relations we will seek world class value for money and minimise risks to BT.
- Harness the capability, diversity and innovation of our supply market to add value to our business.
- Work with our suppliers to ensure that the goods and services that we buy are made, delivered and disposed of in a socially and environmentally responsible manner.
- Seek to be easy to do business with in order to minimise costs, risks and time.

Your suitability to become a supplier to BT will be managed by the buyer within the relevant procurement domain.

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## **BT's Primary Requirements**

Our qualification and selection process will measure the degree to which your response meets a number of criteria; these will be relevant to the particular requirement.

There are certain universal factors which will be considered by all of our buyers regardless of their domain responsibility. These are:-

- **INSURANCE**  
All suppliers should carry, as a matter of course, an appropriate level of public liability insurance
- **PROFESSIONAL BODY STATUS**  
We will want to assure ourselves that you have met relevant accreditation standards and are current members of the appropriate bodies
- **QUALITY**  
We will advise what level of quality is required and indicate this to you. Our buyers will ensure that the level of quality assurance we ask you to demonstrate is appropriate to the contract and that we are satisfied with a supplier's submission.
- **FINANCIAL VIABILITY**  
We will need to be satisfied with this before commencing to do business. We may ask you to submit last Report & Accounts for review and we will check for bankruptcy status, non payment of statutory contributions etc.
- **CAPACITY/CAPABILITY**  
We need to be confident that you have the right capacity and capability for the relevant area.

- **LEGAL CONSIDERATIONS**

Our contracts require that suppliers to BT comply with all applicable laws and regulations.

- **SAFETY / SECURITY**

A suppliers ability to meet the safety and security aspects specified will be thoroughly assessed.

- **GENERIC STANDARDS**

We may measure your compliance to certain BT generic standards as part of our qualification /selection criteria. If we do this, we will provide you with copies or on-line access to them.

## **Ethics & Conduct**

- All of BT's dealings with suppliers will be conducted with integrity and the award of business will be based on merit.
- BT has a clear [policy](#) regarding anti-corruption and bribery.
- The policy applies to all of BT Group PLC and its worldwide affiliates ("BT") in order to maintain the highest level of ethical standards in the conduct of its business affairs. All suppliers, contractors, third parties and intermediaries shall both understand and comply with BT's Anti-Corruption and Bribery policy.
- All discussions of a confidential nature with BT must be subject to a pre-agreed Non-Disclosure Agreement

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## Working With BT - BT's Payment Terms

BT's payment policy remains as defined in 'The Way We Work' namely to pay promptly and as agreed,

- see details at this site  
<http://www.btplc.com/thewaywework/index.htm>.

We are committed to ensuring that all our dealings with suppliers - from selection and consultation, to recognition and payment - are conducted in accordance with the principles of fair and ethical trading.

Suppliers should submit valid (to include the contract number and purchase order numbers) and correct invoices in accordance with agreed contract terms to the specified Accounts Payable Unit.

BT will process valid and correct invoices by an agreed number of days (our standard is 60) from the date of receipt by the specified Accounts Payable Unit.

BT is a signatory to the UK Government "Prompt Payment Code".

- For full details see  
<http://www.selling2bt.bt.com/Payment/BetterPaymentPracticeUK/default.htm>

## Authority to Commit Expenditure

Suppliers need to be aware that although they may have dealings with many people across BT, the commercial interface with all suppliers is owned by BT Procurement. In addition:

- All commitments to spend money with a supplier can only be made by a licensed buyer within the BT buying community.
- Suppliers must first obtain a Purchase Order prior to undertaking any work for BT. Any supplier who acts on requests that have not been properly authorised may not be paid for that work by BT.
- Suppliers must only agree terms and conditions of trade with a BT buyer.
- Suppliers are responsible for ensuring a correct invoice is submitted to BT.
- Incorrectly submitted invoices may be returned to suppliers for correction and resubmission.

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## ETHICAL STANDARDS

Suppliers will be required to support BT's Sustainability goals and activities, meeting the requirements outlined on selling2BT.

Climate Change - BT has introduced a Climate Change Procurement Standard (GS20) to drive supplier engagement in this area. The standard sets out expectations and requirements from suppliers on reducing greenhouse gas emissions.

Our Climate Change questionnaire is about supplier engagement, we want to know what you are doing, what plans you have and what we can expect from you in the future. Supplier action on Climate Change will feed into our tender adjudication criteria. You can view GS20 and the questionnaire on the Selling2BT site.

<http://www.selling2bt.bt.com/working/climateChange/default.htm>

Environment – BT is one of the UK's largest purchasers, with an environmental influence that extends well beyond that of our own staff and workplaces. In recognition of this fact, for ISO 14001 certification, BT identified 'Procurement' as one of nine company activities that have an impact on the environment. BT seeks to work in partnership with its suppliers to minimise the impact of their operations on the environment.

You can view the environmental standard on the Selling2BT site.

<http://www.selling2bt.bt.com/working/environment/default.htm>

Sourcing with Human Dignity - We recognise that our supply chain activities have a global impact. Acting with social responsibility towards those involved in the production of our goods and services is crucial if we are to help create a world in which our company can flourish, now and for generations to come.

In the light of this, we have established a supply chain initiative, Sourcing with Human Dignity. This outlines a set of standards based on the United Nations Universal Declaration of Human Rights and International Labour Organisation Conventions. We seek the support of our direct suppliers to promote these standards throughout our supply base.

You can view the standard- Sourcing with Human Dignity on the Selling2BT site.

<http://www.selling2bt.bt.com/working/humandignity/default.htm>

Supplier Diversity - As BT seeks out more leading edge, diverse solutions to meet the new markets it is entering, we must look to diversity in suppliers who can contribute towards this objective by generating a diverse range of ideas and solutions.

We are committed to expanding opportunities for Minority Business Enterprise, including Race, Disability and gender, to participate in our procurement activities. There are positive benefits in introducing more competition either directly or through sub-contractors from previously untapped suppliers because we believe a healthy business is a diverse business.