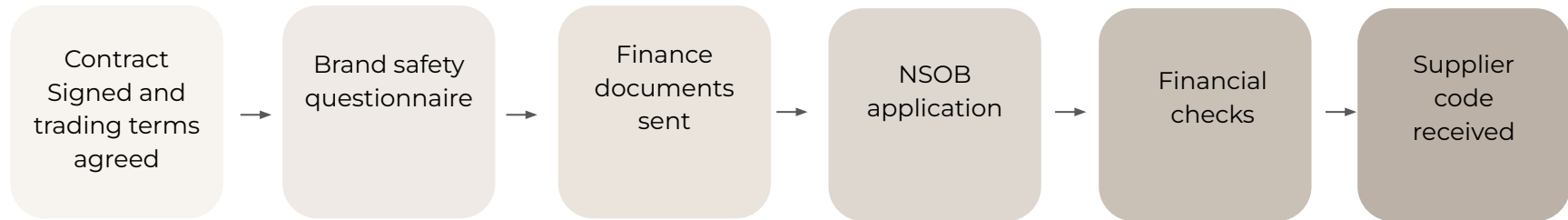


Onboarding process: New brands

What you need to know

Let's go!

Stage 1: Pre supplier code steps



Stage 2: Post supplier code steps



Brand safety questionnaire (BSQ)

Under General Product Safety Regulations, Next have an obligation to ensure only safe products are placed on sale. The BSQ forms part of Nexts due diligence process.

BSQ to be completed with supporting documents. Examples of this are:

- Factory ETI base code audit and CAP closed & verified (i.e. SMETA, BSCI, SEDEX) with an indication of frequency of audit and your Ethical and Modern Slavery Policy
- Technical file for an item that Next would be looking to take, which should contain the following:
 - REACH policy / test report
 - Quality manual/ risk assessment
 - All relevant safety test reports
 - Reports to support sustainability claims e.g LWG for leather.
- QC/ inspection procedure/ checklist for when products arrive/leave the warehouse

Completed BSQ's to be sent to BSQ@labelonline.co.uk

Finance documents

1: Bank letter

COMPANY LETTERHEADED PAPER

11.02.2025

Accounts Payable
Next PLC
Desford Road
Leicester
LE19 4AT

Dear Accounts Payable,

Confirmation of bank details

I can confirm that our company and bank details for the payment of invoices are as follows:

Bank: Lloyds Bank
[Bank Address]

Account number:
Sort code:
VAT number:
Company reg no:

Regards,

Mr One Director
Statutory Director

Mr Two Director
Statutory Director

- Dated within last 3 months
- Company letterhead paper
- Bank details and company details listed
- Signed by two directors
 - ◆ If only one director, second signature can be from another senior member e.g. finance director
- If signing digitally, audit trail must be sent

Finance documents

2: Bank statement

21 October 2020 Page 1 of 2

Document requested by:
MR JOHN DOE
20 SHERWOOD ST,
LONDON W1F 7ED

Your Account

Sort Code 11-04-20
Account Number 123456789

(Address last updated 15 Oct 2019)

CURRENT ACCOUNT 01 July 2020 to 31 July 2020

Money In	£1,999.13	Balance on 01 July 2020	£505.91
Money Out	£1,903.79	Balance on 31 July 2020	£601.25

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Jul 20	KINDER HOME CARE S	BP	362.94		868.85
03 Jul 20	BRIGET BOAKYE	FPO		200.00	668.85
06 Jul 20	WORLDREMIT LTD	DEB		279.59	389.26
07 Jul 20	ALMA FRUIT AND VEG	DEB		11.00	378.26
07 Jul 20	ALMA FRUIT AND VEG	DEB		11.99	366.27
07 Jul 20	ALMA FRUIT AND VEG	DEB		85.00	281.27
10 Jul 20	KINDER HOME CARE S	FPI	413.28		694.55
13 Jul 20	www.wave.com	DEB		421.95	272.60
13 Jul 20	THE JUICEPLUS+COMP	DEB		49.99	222.61
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- Dated within last 3 months
- Matches details on Bank Letter
- Any transaction information can be hidden, we only need to see that there is an active bank account

NSOB (New supplier onboarding)

- Internal Next portal which someone from your company will be provided with access to in order to provide some financial information, including
 - ◆ Company Name
 - ◆ Company Registration Number
 - ◆ VAT number
 - ◆ Bank account details
 - ◆ Company address

- We also need you to upload the signed bank letter and bank statement

Accessing NSOB

- You can only have 1 user set up on NSOB. They will receive 2 emails
- Your username is your email address, and we will send your password in a separate email (this will come from noreply_supplieronboarding@b2b.next)
- You have 10 days to submit the application
- There is just one page of information we require you to submit

Next Plc - Supplier Form Login Details External Inbox X

noreply_suppl...@b2b.next

to Geeta_Ooedra

14:19 (2 minutes ago) ☆ ↶ ⋮

Dear Supplier

You should have already received an email from Next explaining that we have identified you as a potential new supplier.

This e-mail contains your login details to access the online application form:

Your username is the e-mail address this e-mail has been sent to.

Your password for the portal is as follows (please note it will expire after submission):

*apYDtgKIGcCV7

If you require further assistance, please contact your Next contact or alternative email Supplier_Maintenance@next.co.uk quoting your supplier name.

Please do not reply to this email.

DISCLAIMER

This email is confidential and subject to important disclaimers and conditions in relation to monitoring, viruses, confidentiality and legal privilege full details of which can be viewed on our Email Policy at the following URL.

<https://www.next.co.uk/policy/>

Next Holdings Limited registered in England 35161. Registered Office Desford Road Enderby Leicester LE19 4AT. Authorised and regulated by the Financial Conduct Authority

NXTWEBOIS

On Thu, 21-Apr-2023 at 13:58, NEXT Supplier Onboarding <noreply_supplieronboarding@b2b.next> wrote:
You have been sent this email as you have been identified as a potential new supplier for Next plc.

In order to facilitate future payments, we need you to provide some details ABOUT your business. In order to do this we kindly request that you complete the online form via the link below.

In addition to completing the form, we also request that you provide us with confirmation of your bank details in writing on Company letterhead signed by two directors (or by yourself for a sole trader). If you are a limited company with only one director, a second signature is required to counter sign the letter. A scanned copy of this letter can be uploaded at the end of the online form, along with any invoices or other documentation.

Please click on the link to access the secure portal <https://supplieronboarding.b2b.next>

Please use google chrome to fill out the form, especially if using a mobile.

If you require further assistance, please contact your Next contact or email Supplier_Maintenance@b2b.co.uk quoting your supplier name.

Please do not reply to this email.

DISCLAIMER
This email is confidential and subject to important disclaimers and conditions in relation to monitoring, viruses, confidentiality, and legal privilege full details of which can be viewed on our Email Policy at the following URL:
<https://www.next.co.uk/policy/>

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NXTWEBOIS

[Done](#) [Refresh](#) [Refresh with changes](#)




Providing supplier details

next Supplier Onboarding Log out

Supplier Summary

Name:	Test	E-mail Address:	alexandra_hastie@next.co.uk	Type Of Supplier:	Branded
Contact Name:	Test	Telephone Number:	Test		

Supplier Details

Supplier Name:*	<input type="text" value="Example Company Ltd"/>	Accounts E-mail Address:*	<input type="text" value="example@company.com"/>
Address:*	<input type="text" value="ABC Drive"/> <input type="text" value="Enderby"/> <input type="text" value="Leicester"/> <input type="text"/> <input type="text"/>	Accounts Telephone Number:*	<input type="text" value="0123456891"/> 
Postcode:*	<input type="text" value="LE12 3AB"/>	Company Registration Number:	<input type="text" value="01011010"/>
Country:*	<input type="text" value="GBR Great Britain"/>	Number of Employees:*	<input type="text" value="10"/>
		Will your invoice to Next include VAT?*	<input type="radio"/> No <input checked="" type="radio"/> Yes
		VAT Number:	<input type="text" value="GE 12345678"/> 
		Type of Company:*	<input type="text" value="Ltd"/>
		Trading Currency:*	<input type="text" value="GBP Sterling"/>
		Do you operate EANs	<input checked="" type="radio"/> No <input type="radio"/> Yes 

Supplier portal/construction information

- Supplier portal users: This is a finance portal where you can see historic information and amend bank details if required
- Construction industry scheme details: This is not relevant to you, please select No
- Ethical compliance: Please provide contact details for your product technologist

NEXT Supplier Onboarding Log out

Supplier Portal Users ⓘ

First Name:* Last Name:* Position:* Email Address:*

Your supplier account with us is managed through our supplier portal. We offer self-serve functionality for items such as review transactions, obtaining account documentation, changes to account details and more. We require all suppliers to set up individual user accounts to manage their account through the portal. Our Terms & Conditions of use are [here](#). If you have any questions relating to this please contact supplier_maintenance@next.co.uk

Construction Industry Scheme Details ⓘ

Registered for CIS scheme:* No Yes Do you hold Public Liability Insurance?* No Yes

Unique Tax Reference (UTR) Number:

Ethical Compliance ⓘ

Are you a Product, Packaging, Materials or Trims Supplier:* No Yes Contact Phone No:

Contact Name: Contact Email:

Providing bank details

→ Please provide bank information

NEXT Supplier Onboarding Log off

Bank Details

Bank Name:*	<input type="text"/>	Swift Code:	<input type="text"/>
Bank Country:*	<input type="text" value="- Please select a country -"/>	IBAN:	<input type="text"/>
Bank Account Name:*	<input type="text"/>	Reference:	<input type="text"/>
Sort Code:	<input type="text"/>		
Bank Account Number:	<input type="text"/>		

Uploading supporting documents

Supporting Documents (Bank Details, Insurance Docs, Invoices)

Step 7: Upload a bank statement that clearly shows account name, number and swift code / sort code. Can also be a blank cheque or a pay in slip.

For Sole Traders Only **Step 9:** Please upload a copy of your passport if you are a Sole Trader.

Bank Letter *	<input type="button" value="Choose files"/> No file chosen
<small>*Please upload a document containing your company bank account details on company letterhead signed by 2 company directors. If you are a sole trader, the owner's signature will be sufficient. Example documents can be found in the links below.</small>	
Recent bank statement	<input type="button" value="Choose files"/> No file chosen
<small>*Please upload a copy of a recent bank statement (dated within the last 3 months) which clearly shows your bank account name, account number, swift code and/or IBAN number.</small>	
Click Here to View e.g. Sole Trader Bank Letter	Please tick all boxes to confirm that upload letters contain the mandatory data. <input type="checkbox"/> You attached a letter containing your bank account details <input type="checkbox"/> You attached a Recent Bank Statement <input type="checkbox"/> On letter headed paper <input type="checkbox"/> Signed by 2 listed directors, or owner if sole trader. Cannot be electronic signature or company stamp <input type="checkbox"/> The names & positions of the signatories are stated/printed on the letter*
Click Here to View e.g. Company Bank Letter	
Letter	
Invoice & Due Date	<input type="button" value="Choose files"/> No file chosen
NB - No invoices can be paid until you have been set up as a supplier	
Passport	<input type="button" value="Choose files"/> No file chosen
Insurance	<input type="button" value="Choose files"/> No file chosen
Signed Contract	<input type="button" value="Choose files"/> No file chosen
Other	<input type="button" value="Choose files"/> No file chosen

Step 6: Upload your bank letter here. This is letter that will have previously been approved by the Onboarding Team.

Step 8: Make sure to tick all 5 boxes to confirm you have followed protocol for the bank letter.

Supported File Formats: .doc, .docx, .gif, .jpg, .pdf, .png, .xls, .xlsx

Total upload size must not exceed 10MB.

Financial checks

Once NSOB information has been provided, your application will be sent to our finance team, who will be in touch to carry out some checks. These include

- Outbound call to the mobile provided to confirm bank details
- Test payment into your bank account
- Credit check
- Email domain check