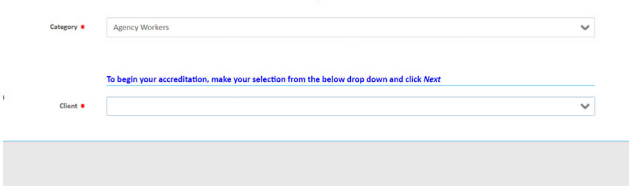
Supplier Accreditation and Enrolment Compliance Guide

In order to supply staff into Matrix clients you will need to have completed the accreditation and enrolment processes.

Accreditation

The accreditation approves you generally onto the Matrix platform. To begin this process please select the category and client you wish to accredit for. Please note that for each category/client combination you can only create one accreditation. Should you need to edit or continue an accreditation these can be found and actioned through your accreditations tab.


Category *
Agency Workers
To begin your accreditation, make your selection from the below drop down and click *Next*
Client *

For the category you can select from "Agency Worker" or "Permanent"

For the client you will be able to submit an accreditation for the SAAS clients or for the majority of our client base please select "Accredit to all other clients".

From this screen you will then be asked to complete a series of yes or no questions.

Once these are completed you will be required to upload a series of documents:

Director's Form:

For this form we require you to complete your company details including the following:

- Company Number
- Company Incorporation Date
- Director's Name
- Director's DOB
- Director's Appointment Date
- Director's Signature (This form cannot be type signed, must be either hand-signed or an electronic signature)
- Signature Date and incorporation date

This form must be signed by a director as listed on companies house, please also ensure that the signature and appointment dates match the data as provided on your companies house record.

Director's Passport:

If your company was incorporated under one year ago, you will be required to upload a copy of the director's passport. For the passport please make note of the following requirements:

- Must be the passport of the director as listed on the director's form
- If the passport is not a UK passport, we may require additional documents such as the Right To Work and Share Code

Insurances:

We will require evidence of your current insurances. Each client has their own insurance requirements and we will check you meet these requirements against the documents you provide on the accreditation. To meet the accreditation requirements please ensure you upload documents which:

- Confirm your Employer's Liability, Public Liability and Professional Indemnity cover
- Confirm that you are the insured party
- Confirms the period of cover (start and expiry date)
- Confirms the limits of indemnity
- Confirms that these limits are on a "per claim" or "per occurrence" basis
- Confirms that the cover is current

This information can usually be found on your insurance schedule. Please note that as these covers expiry annually, once your documents reach their expiry date you will need to upload new documents which confirms the above.

Reference:

If your company was incorporated under one year ago you will be required to provide a reference from a client for whom you have supplied temporary staff. For this reference we require the following:

- The reference must confirm that you have supplied staff
- This reference must be on the referee's letterhead or their company email
- Referee/Signee Details must be clear and include their position within the company
- Referee Company Details must be visible on the document

Self-Bill Agreement:

This form confirms your agreement to work using our self-billing system. For this form we will need you to complete the following:

- Effective Date at the top of the agreement
- Company Details within the parties section
- VAT Status/VAT Number
- Bank Details for Payment
- Factoring Details (where used)
- Supplier Finance Contact
- Director’s Signature, signee details and signature date – please note that this form must be signed by a director as listed on companies house and cannot be type signed.

Please ensure all details are up to date as per your current companies house records when submitting this form.

This form will expire on an annual basis and will need to be re-completed and re-submitted on the anniversary of the signature date.

Supplier Agreement:

This form is your overarching agreement with Matrix. In order to approve this document please ensure the following details are completed:

- Effective Date
- Company Details (Please check these match the most recent details as per companies house)
- Signature (Cannot be type signed, must be either hand-signed or an electronic signature)
- Signee Details and Signature Date

Please note that this form will expire after three years and will need to be re-completed and re-submitted at this time.

Enrolment

Once your accreditation has been approved you can then progress to the next stage of the onboarding process – the enrolments. These enrolments will grant you access to the specific client supply chains and allow you to be sent orders for this client.

To submit a new enrolment please follow these steps:

- Go to the enrolments tab on your top menu
- Click on the orange "New Button" to begin a new enrolment
- Select your accreditation from the drop down menu – this will determine the category of roles (Agency or Permanent) and clients you can see, we will also use the information provided on the accreditation to assess your enrolment request.
- Select your branch location from the drop down menu

Please note that the branch location will determine which users have access to the roles. If you have multiple branches please ensure you are selecting the correct branch.

If multiple branches need to access roles for a particular client, then you will either need to submit enrolments for each branch or add the enrolled branch location to the relevant user profiles.

- Go to the client list and select the client you wish to enroll for – please note that for each client you will need to complete a separate enrolment.
- You can then download the addendum for completion

The addendum will contain the terms for your supply to the named client.

In order to ensure we can process your enrolment please ensure the following details are completed:

- Effective Date
- Company Details – for the registered address, please ensure this matches the address listed on companies house.
- Where highlighted company name added in header – for addendums where this is needed the header will read "Insert Company Name" and be editable
- Signature and signee details

Please note that as per the accreditation documents these addendums will need to be wet-signed and not type signed.

- Once you have completed the addendum you can then upload to the enrolment
- You will then need to add job categories to determine the roles that you receive.
- To add these click on the orange "Find More Items" which will bring up the list of available categories
- Tick the ones you wish to enrol for and click "Add" then click "Done" to add these to your enrolment
- Once you have completed/uploaded the enrolment and have selected your job categories you can then submit the enrolment for review by our team.

Approval to client supply chains will depend on your VAT status, insurance levels and the full completion of these forms.

To check the insurance requirements for the client, please refer to the addendum where these are listed in section 8. If your insurance levels (as provided on your accreditation) are below these requirements you will need to increase your cover and update the accreditation to proceed.