

## Related Party Suppliers

### Overview

EFSA rules have changed with respect to related party transactions. Simply put, a related party is one where anyone in our organisation has a relationship or business interest with the organisation/supplier we are acquiring goods or services from. The updated rules apply even if there is no charge for the services.

Any transaction where we are intending to use a related party requires confirmation from EFSA in some way. Checks are greater the higher the value. This applies even if the contract value is £0.00.

In order to make visible those suppliers that have been identified as being a related party, the following enquiry is available on the finance system.

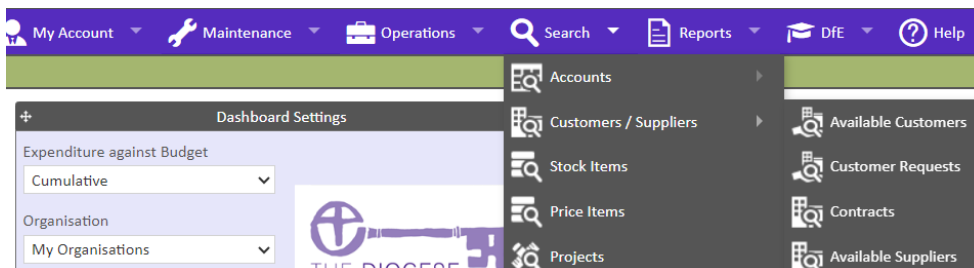
Please also note that suppliers can be added/removed from the list if their status changes.

If you think you have identified a related party supplier not on the list, please submit a supplier modification request with details or talk to the central finance team.

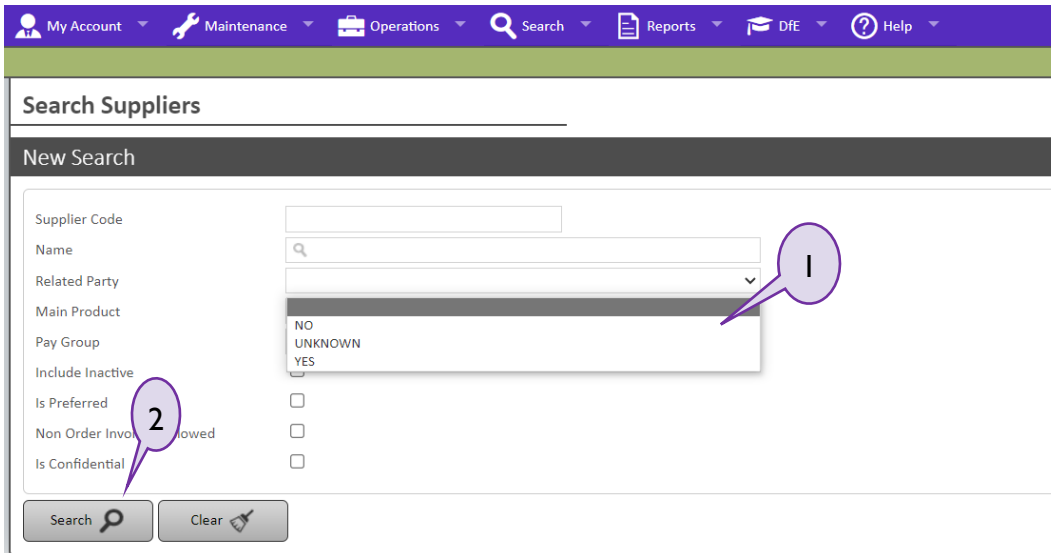
## I. Enquires – Related Party Suppliers

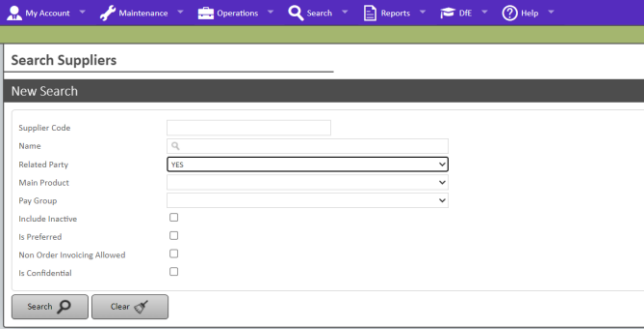
### I.1. Menu

*Search – Customer/Suppliers – Available Suppliers*

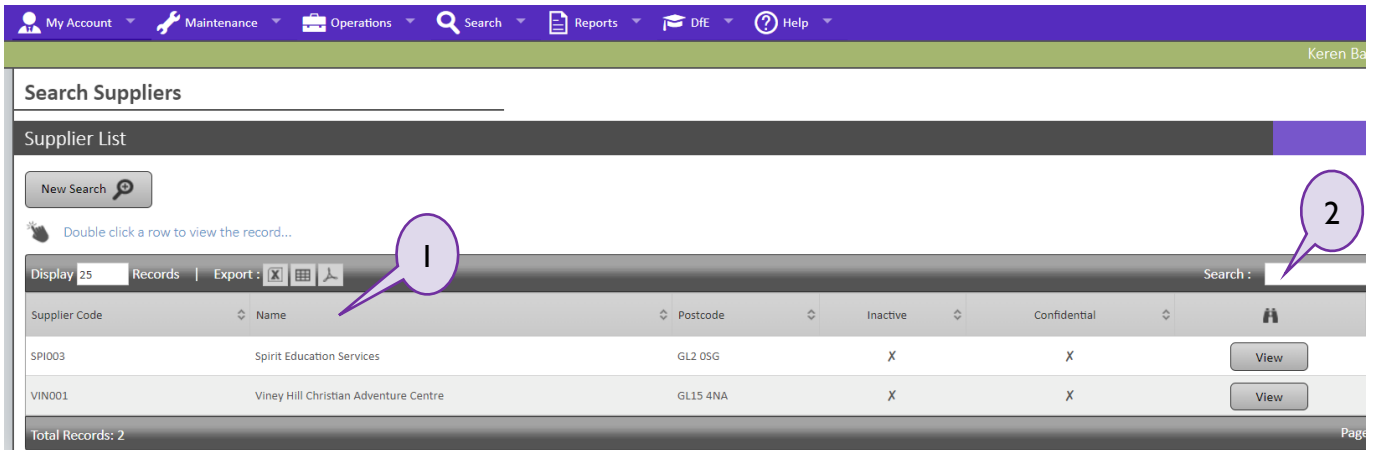


## 1.2. Search Criteria



Step	Description	
1		<p>There are three search criteria under the related party option.</p> <p>Select 'YES'</p>
2	Search to see the results.	

## 1.3. Results



My Account Maintenance Operations Search Reports DfE Help

Keren Ba

### Search Suppliers

Supplier List

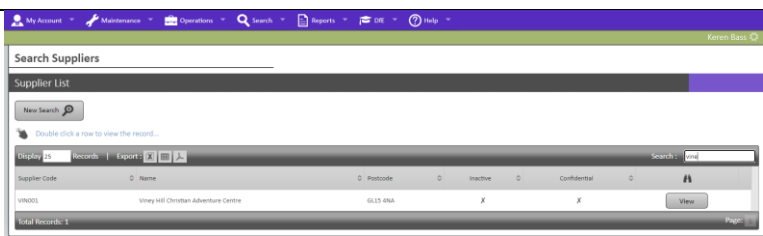
New Search

Double click a row to view the record...

Display 25 Records | Export: [X] [Table] [Print] Search: [ ]

Supplier Code	Name	Postcode	Inactive	Confidential	
SPI003	Spirit Education Services	GL2 0SG	X	X	View
VIN001	Viney Hill Christian Adventure Centre	GL15 4NA	X	X	View

Total Records: 2

Step	Description
1	<p>The results are displayed.</p> <p>Click on the name in order to sort the results in name order/reverse name order.</p>
2	 <p>Start to type in the name of the supplier to shorten the list.</p>