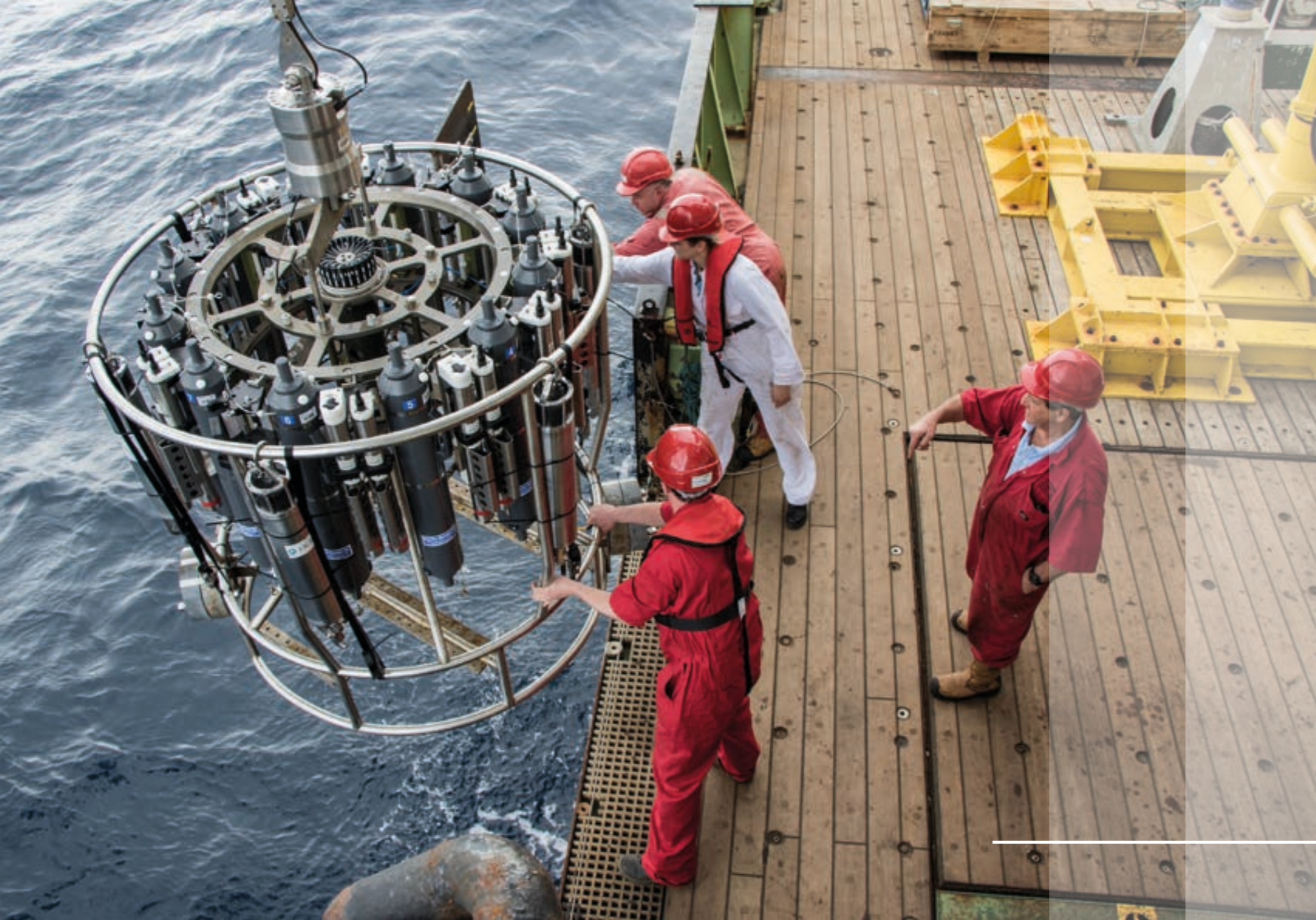




National
Oceanography
Centre

WORKING WITH US

A GUIDE FOR SUPPLIERS



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INTRODUCTION

The National Oceanography Centre (NOC) is a world leader in marine science, with the responsibility for leading and providing the UK National Capability on behalf of the UK Government and the marine research community.

We are a registered charity making a significant positive contribution to society by advancing ocean science and education. As a charity, we bear an extra responsibility to be sensitive to social, cultural and environmental aspects of our operations, with an emphasis on higher moral and ethical standards, beyond mere legal compliance. As such, we take a comprehensive view of our entire supply chain and work closely with our suppliers to ensure social responsibility is at the heart of what we do.

At the NOC we aim to partner with like minded organisations who share our values and vision, this guide explains our expectations of our suppliers.

Julie Pringle-Stewart
Chief Operating Officer

Natalie Campbell
Associate Director - CBS

Danielle Rossiter
Head of Finance

Tyrone Vernon
Head of Logistics and Warehousing

Dean Wilkinson
Procurement Manager

Laura Porter
Space and Environment Manager

WHO ARE OUR SUPPLIERS?

THE NATIONAL OCEANOGRAPHY CENTRE WORKS WITH SUPPLIERS FROM ALL OVER THE WORLD TO SUPPORT OUR CUTTING-EDGE SCIENCE AND ENGINEERING OPERATIONS.

OUR SUPPLIERS ENSURE THAT OUR SHIPS CAN OPERATE GLOBALLY AND ARE READY TO GO.

OUR SUPPLIERS INCLUDE COMMODITY PARTNERS, TECHNOLOGY PARTNERS AND CORPORATE PARTNERS.

OUR SUPPLIERS ARE DIVERSE AND INNOVATIVE.





SUPPLIER CODE OF CONDUCT

PEOPLE & COMMUNITIES

We believe all workers have basic human rights, we adhere to all the relevant legislation, and we support our suppliers to ensure the safest and best working practices.

We are committed to all the people in our supply chain.

We expect the following:

- All workers are safe, free from harassment and treated with respect at all times
- Our suppliers adhere to all applicable laws and legislation concerning under age labour, freedom of association, discrimination, diversity and inclusion, modern day slavery, working hours, wages and benefits
- Our suppliers ensure that their suppliers in turn are in compliance with all points above
- Our suppliers are fully aware of, and compliant with, all relevant health and safety legislation - for both land and sea based activities



THE ENVIRONMENT

We are committed to sustainability and carbon emission reductions. We support our suppliers to reduce their carbon emissions and operate in sustainable ways.

We are committed to working and innovating with our suppliers to reduce emissions across the supply chain.

We expect the following:

- Suppliers must secure, and keep current, all required environmental permits, approvals and registrations
- Suppliers should aim to reduce their carbon emissions and minimise the use of hazardous substances

ETHICAL SUPPLY CHAIN

We behave in the most transparent and ethical ways possible, and we expect the same of our entire supply chain.

We are committed to maintaining the highest ethical standards in our supply chain. We expect the following:

- Our suppliers should treat their own suppliers in a fair and transparent way
- Our suppliers should work with their own suppliers to instil the highest ethical standards throughout the supply chain
- Any and all concerns about ethical violations should be acted upon immediately and raised with the NOC as soon as possible
- Our suppliers shall manage personal data in accordance with all applicable laws and regulations
- Our suppliers shall avoid situations that create, or appear to present, a conflict of interest



COMPLIANCE

Compliance with our Supplier Code of Conduct is non-negotiable.

Suppliers shall proactively notify the NOC as soon as any breach, or potential breach, of the Supplier Code of Conduct is identified. To ensure compliance;

- The NOC operates a continuous loop of monitoring suppliers - any violations of the Supplier Code of Conduct may put the supplier's business relationship with the NOC at risk
- At anytime the NOC, or a nominated auditor, may monitor or audit suppliers compliance with the Supplier Code of Conduct
- Suppliers shall co-operate with any information requests or audits that we may initiate to confirm their compliance with the Supplier Code of Conduct

**WORKING
WELL
WITH US**





QUOTATIONS

Please ensure your budgetary quote contains the following information as a minimum:

- Issue date
- Total delivery charge
- Any additional packing costs
- Point of Sale
- Proposed Incoterms
- Unit of Measure i.e. Each, Pack of six etc.
- Part numbers or SKU
- Country of origin
- Delivery Date (lead time)
- Currency
- Milestone payments (if applicable)
- HS Code / HTS Code (US only)
- ECCN / End User Agreements
- EORI Number if applicable
- Quote Validity
- Price excluding VAT
- Price including VAT (for the full scope of supply)

Please note your quote will not be binding until you receive a Purchase Order.

DELIVERIES

All goods delivered to the NOC must be provided with a detailed packing list. Please ensure the documentation contains the following information as a minimum:

- The Purchase Order number clearly stated on each label
- Description and quantities
- Part numbers or SKU
- Country of origin
- HS Code / HTS Code (US only)
- ECCN / End User Agreements
- EORI Number if applicable

Please always check the shipping address on your Purchase Order before delivery.

Item coming from overseas?

- Please instruct your appointed carrier that all UK/EU clearances are to be completed by Peters and May, contact; seafreight@petersandmay.com
- Incoterms are to be strictly adhered to; orders placed under FCA terms must NOT be sent on a freight prepaid basis but rather must be booked by, or on the instruction of, Peters & May.



PURCHASE ORDERS

To protect both you as a supplier and the NOC as buyer, we require all goods and services have a **Purchase Order (PO) issued with accompanying NOC Terms and Conditions.**

No work is to be performed or items delivered until a Purchase Order is issued by the NOC.

You should always confirm receipt of your Purchase Order with the requester identified on the Purchase Order.

The NOC operate a customs warehouse and provide goods to research ships, any special requirements are communicated within the delivery address on the Purchase Order, and these must be replicated on the invoice and delivery note.

INVOICES & PAYMENTS

Ensuring all invoices are accurate and error free helps to avoid unnecessary delays to your payment.

- Invoices must reference a corresponding Purchase Order number
- Invoices without a valid Purchase Order number will be returned unpaid
- We strive to pay all suppliers within 30 days of receiving a correct invoice
- Only send invoices after the NOC has received the goods or service
- Ensure invoice information matches information on the Purchase Order - item description, delivery costs, price, currency etc

Invoice Submission

To avoid delays, please send a separate PDF invoice to: noc_ap@noc.ac.uk

CONTACT US

Please don't hesitate to get in touch with any queries about how best to work with us;

Procurement procurement@noc.ac.uk

Invoicing noc_ap@noc.ac.uk

Logistics nocs_nmfss_logistics@noc.ac.uk

To learn more about our world leading research and technology development in marine science, visit our website or follow us on social media;

 www.noc.ac.uk

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National Oceanography Centre is registered as a charity in England and Wales, charity number 1185265, and in Scotland, charity number SC049896.

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SUPPORTING OUR OCEAN RESEARCH & INNOVATION

Whether your passion is combating climate change, conserving and protecting ocean life or equipping the next generation of marine scientists, supporting the National Oceanography Centre allows you to have a direct impact on world leading ocean research and innovation and helps ensure we continue to make global impact from the coast to the deepest ocean.

We are a world leader in oceanographic science, research and innovation. Working in some of the remotest, deepest and most hostile parts of the ocean our scientists bring a greater understanding of issues that affect our environment, our landscapes, our health and our prosperity.

With your support our scientists and engineers can continue to push the boundaries of knowledge and exploration to protect our oceans, our planet and our futures.

Find out more at noc.ac.uk