



A Supplier Journey

Sellafield's mission can only be achieved through meaningful and robust partnerships within the supply chain.



How to use this document

Within the next pages, any potential, new, or existing supplier can navigate through the different stages of a supplier journey within Sellafield, and get useful information about how to work with us. The navigation bar in the top right will take you to any section in the document as will the cogs on this page (home).

Click on the cogs on the section pages to go to specific information and use the arrows in the bottom corners to move between pages.

Underlined text throughout the document highlights clickable links to external resources/websites.



Hello!

We are Sellafield

We are creating a clean and safe environment for future generations

From cleaning-up the country's highest nuclear risks and hazards to safeguarding nuclear fuel, materials and waste, our work is nationally important.

We spend approx
£1.7bn
per annum with
our supply chain

Who we are and our priorities

- [About us](#)
- [Code of responsible business conduct](#)
- [Supply chain strategy](#)



The regulations and policies relating to procurement in the UK

- [Public sector procurement policy](#)



Hello! We are Sellafield

As a public contracting authority, Sellafield Ltd are committed to delivering activities which increase the opportunities for SMEs to do business in our supply chain.

We comply with the UK Government's financial target, to invest 31-33% of our annual supply chain spend with SMEs.

However, at Sellafield, we are committed to supporting the SME community above any financial target. We believe that the SME community play a significant role in our mission's delivery and in the overall economy. As a result, we have robust plans to consistently engage, and, we encourage our stakeholders to invest in individual SME programs, which we are very much interested in. For transparency purposes, we publish our activities and we share our prime contractors' best practices as well, aiming to inspire and influence more.

SMEs target:
31-33%
of supply
chain spend
(2024/25)

The UK Small and Medium sized Enterprises (SME) Agenda

[SME and VCSE Action Plan 2022 to 2024 - GOV.UK](#)



Useful information/contact details and supply chain events

We hold face-to-face events, training sessions and newsletters throughout the year to support suppliers:

- Sellafield Ltd Supply Chain Bulletin
- [Sellafield Ltd Supply Chain Forum](#)
- Annual Supply Chain events
- Roundtables
- Special sessions

For any queries, please contact us at: supply.chain.enquiries@sellafieldsites.com



The Sellafield Ltd Small to Medium-sized Enterprises Strategy 2023 sets out how we will work with the supply chain to deliver the Sellafield mission.

<https://www.gov.uk/government/publications/small-to-medium-enterprises-strategy-sellafield-ltd>



Join our journey

Our tender opportunities

[Click here](#)

How to do business with Sellafield

[Click here](#)

SME or non-SME – How to work directly with us

[Click here](#)

Understanding our contracts

[Click here](#)

Our Supply Chain Sustainability Statement

[Click here](#)



Join our journey

Sellafield Ltd is funded by the UK taxpayer, as such we are governed by the **Public Contract Regulations 2015 (PCR 2015)** and the **Procurement Act 2023**.

This legislation are designed to open the public procurement market to competition, creating transparency, equal treatment, proportionality, mutual recognition and non-discrimination whilst promoting the free movement of capital, people, goods and services.

For information and guidance on the implementation of the Procurement Act 2023, please refer to page 8 of this document.

How to do business with Sellafield

- [How to do business with Sellafield](#)
- [Details of our prime suppliers who hold large contracts or frameworks with Sellafield Ltd](#)
- [Overview of all our major frameworks and contracts](#)
- [Find future opportunities through our procurement plan schedule](#)
- [Our Procurements on a Page](#)
- [LINC](#)
- [CCS \(Crown Commercial Service\)](#)
- [DPS](#)

Our tender opportunities

- [Find a Tender Service UK](#)
- [Contracts Finder – search for information about contracts worth over £12,000](#)
- [Find tender opportunities with the Programme and Project Partners \(PPP\)](#)
- [Atamis – One NDA eCommerce system](#)



Continued

Join our journey

Understanding our contracts

We use a variety of forms and types of contract, from the standard NEC suite of contracts to bespoke contracts created by Sellafield Ltd.

It's important that any supplier wishing to bid for works should read through and make sure they understand and can adhere to the contract over the whole scope of the work before bidding.

The contract is supplied at the tendering stage. Any questions suppliers have concerning the contract can be asked through the Atamis procurement system, to ensure transparency of the process.

About Atamis

Atamis is our procurement planning, tender management and contract management tool.

For suppliers, Atamis is the tool that allows you to find and access procurement opportunities with Sellafield Ltd directly.

No pre-requisites are required before registering for Atamis – any organisation can sign up.

Once registered, the system gives you access to published tender notices, user guides and allows business alerts to be set up to notify you on relevant business opportunities as and when they appear on the system.

<https://one-nda.force.com/s/Welcome>

Procurement Act 2023

The Transforming Public Procurement programme aims to improve the way public procurement is regulated in order to:

Create a **simpler** and more flexible commercial system

Open up public procurement new entrants

Embed **transparency** throughout the commercial lifecycle

There are currently over 350 different procurement regulations spread over various regimes for different procurement types. The Procurement Act will consolidate these into a single regime that is quicker, simpler and better meets the needs of the UK.

The Act will create a more flexible commercial system which will open up public procurement to new entrants such as small businesses and social enterprises so that they can compete for and win more public contracts.

The Act focusses on the principles and objectives that must underlie the awarding of a public contract. Contracting authorities will continue to be held to high standards, including having regard to delivering value for money, maximising public benefit, transparency and acting with integrity.

Competition remains at the heart of the regime with the Act sets out how a contracting authority can undertake a procurement and award a contract. A new procedure

for running a competitive tendering process is being introduced - the competitive flexible procedure - ensuring that contracting authorities can best suit the needs of their contract and market.

In addition, the Act also sets out the circumstances in which a supplier may be excluded from a procurement due to serious misconduct, unacceptably poor performance, or other circumstances which make the supplier unfit to bid for public contracts. Another change is the introduction of a public debarment list for serious cases of misconduct.

The Act sets out steps that must be taken to manage a contract. This includes the strengthening of rules ensuring that suppliers are paid on time and new requirements to assess and publish information relating to supplier performance.

Running throughout the Act are requirements to publish notices. These are the foundations for the new standards of transparency which will play a crucial role in the new regime by ensuring that procurement information is publicly available to support effective competition.

Supplier resources

For more information on the Procurement Act 2023, please consult the below resources:

[Short Guide for Suppliers](#)

[The Official Transforming Public Procurement Knowledge Drops](#)

[Transforming Public Procurement Learning Manual - Summary Documents and Learning Aids](#)

[Sign Up for Government Updates on the Procurement Act](#)



Continued >

Join our journey

SME or non-SME – How to work directly with us

SME only

Great progress is being made to deliver the Government's aspiration to do more business with SMEs and we are committed to exceed socio-economic targets in delivering sustainable growth from the Sellafield programme.

SME agenda is an integral part of how to do business with Sellafield Ltd. We are engaged with our prime suppliers to ensure that we act as one team and we work together to influence teams and their supply chain to do the right thing in a consistent and risk manageable manner.

Everyone

We believe in capturing not only the financial element of reporting progress but all the – tangible – stories that reflect the essence of the SME Agenda.

LINC for SMEs



LINC stands for 'Liaise, Innovate, Network, Collaborate' and is a scheme that encourages SMEs (i.e. Micro, Small and Medium-Sized Enterprises) at local and national level to work together and deliver innovative solutions to the mission at Sellafield.

LINC has been designed to provide Sellafield Ltd with direct access to SMEs and this supports the company's contribution to the UK SME agenda. This works as a great platform to allow our SME community to work directly with us and to bring innovative solutions to our opportunities.

Only registered suppliers will be able to participate in a LINC opportunity; therefore in order to qualify for LINC in ATAMIS please either log in with your existing details or if you are a new supplier to ATAMIS, register as a new supplier and navigate to 'CC11962 - LINC Qualification'. Non-SMEs can register with LINC but their participation is limited to a supporting role only.

- [SMEs – To work directly with Sellafield Ltd through LINC](#)

The Engineering and Technology Solutions Marketplace Dynamic Purchasing System (DPS) for SMEs and non-SMEs:

Sellafield Ltd, on behalf of the NDA Estate, established the DPS which provides a compliant procurement route to market and direct relationships with the Supply Chain that drive value for money through competed work packages up to the value of £4,999,999.

The Solutions Marketplace Dynamic Purchasing System scope covers products and services which is currently split in to four categories:



Asset
Maintenance



Digital



Engineering
Services



Manufactured
Products

- [Dynamic Purchasing System](#)

Sustainability

Our Supply Chain Sustainability Statement

At Sellafield, we are responsible for ensuring that all our activities are carried out:

- Safely, securely and predictably, with due regard for the environment
- Aligned to the Nuclear Decommissioning Authority principles
- In the long term interests of our organisation, our employees and the local communities and our supply chain partners

We are aware of our responsibility to act as a role model by practising corporate ethics in all our activities, managing resources wisely, transparently and by being compliant with national and international legislations. As a result, our sustainability principles are aligned with the below responsibilities.

We care for the societies we interact within



By listening and ensuring open communication channels and by holding a constructive dialogue with the local communities, providing a positive impact.

We care for the environment



Through our business activities by complying with national and global benchmarks.

We care for the economy



Through the way we operate, mitigating corporate risks being part of the dialogue for present and future development.

We also know that we are not alone in this journey. Sustainability is everyone's responsibility.

As Sellafield Ltd, we dedicate ourselves to make sure that we will instigate and distil these principles to our employees.

We will positively influence our supply chain through our interactions, ensuring similar practice across the industry.

Our Social Impact Strategy



The Sellafield Ltd social impact strategy sets out how we aim to deliver the maximum social impact from the £2bn of taxpayer money that we spend every year to provide the communities closest to our sites with a socio-economic growth return.

The programme of work to deliver the strategy is known as SiX – social impact, multiplied

Addressing the entrenched social and economic inequalities within those communities cannot be solved by Sellafield Ltd alone. Nor can we realise all the opportunities by ourselves.

Significant and permanent social change and economic resilience requires all stakeholders, including our supply chain, to work together with intent and duration, accepting that we all have a role to play.

Sustainability Menu - Maximising social impact with our supply chain by providing clarity on our priorities

Through extensive community and stakeholder engagement, we have created a “menu”, an internal document that consists of options of local opportunities and challenges which are aligned to our social impact strategy and stakeholder priorities.

During procurements, our social value tender questions now ask suppliers to demonstrate how they can support the chosen, relevant, menu items. This provides a standardised approach to social value in procurement questions to ensure minimum meaningful social impact commitments can be delivered on Sellafield Ltd contracts which are addressing local need and are proportionate to the scale of the contract being delivered.

Together for Good - Maximising social impact with our supply chain through coordinated skills-based volunteering

Within the collective workforces at Sellafield Ltd and the supply chain, we have a world class array of skilled employees. We have seen those skills in action in the workplace supporting our mission to create a clean and safe environment for future generations. We also know how beneficial those skills could be to the sustainability and growth of third sector organisations delivering vital services within our communities.

Launched in April 2024, **Together For Good (TfG)** is an online platform and app designed to connect non-profit organisations and businesses, to make a positive impact in our local communities closest to the Sellafield Ltd sites in West Cumberland and Warrington.

Funded by Sellafield SiX, it supports third sector organisations and non-profits to promote opportunities they have where businesses, via their employees, can provide support on a voluntary basis. Suppliers with volunteering commitments as a result of a contract with Sellafield Ltd should use TfG to identify and track opportunities for employee volunteering.



Delivering your contract – business as usual

Environment Health and safety

Sellafield Ltd are committed to protecting the environment and delivering environmental benefits.

We operate under numerous Environmental Permits, and our management system is independently certified to ISO14001.

Work on or off the site is likely to interact with some part of our environmental requirements and we must ensure that everyone plays an appropriate part in managing impacts on the environment.

Sellafield Ltd and the supply chain work collaboratively to ensure the environment is appropriately considered:

We expect anyone working for us can demonstrate they have identified their environmental impacts and have controls in place proportionate with the scope and scale of the impacts. It is also essential to recognise where interactions with other parts of the business, or other supply chain partners, may have environmental impacts.

Many standard legal requirements apply but the nature of our business means there are often requirements that are not usually found elsewhere. Liaison with the Sellafield Environment Team is likely to be required.

We will agree and develop contract specific environmental deliverables, KPIs and Metrics to align to Sellafield Ltd requirements and track performance.

We rely on our supply chain to innovate and drive improved environmental performance, including effectively managing and supporting sub-contractors and suppliers to ensure compliance and improve their environmental performance.

We want to work with those with similar principles to us, delivering measurable environmental benefits

Help reach our target to reduce our Scope 3 carbon emissions by 80% by 2050

Help Reduce the use of Energy, Water and Materials over the contract lifecycle

Here to Help

There is an experienced environment team on the site to help with the Sellafield specific issues.



What to expect when you work with us

Onboarding

[Click here](#)

**Our
requirements
when working
with us**

[Click here](#)

**Collaborative
working**

[Click here](#)

**Who is
responsible
for looking
after you**

[Click here](#)

**Supplier
Relationship
Management**

[Click here](#)



Continued 

What to expect when you work with us

Onboarding

Our supply chain is critical to Sellafield Ltd to deliver against its purpose, we are invested in our relationships with our suppliers and adopt a structured collaborative approach in our onboarding process.

This process helps to create a closer, more collaborative relationship to maximise value and reduce risk. It's designed to promote efficiencies and increase the benefits to our people.

Onboarding is essential to Supplier Relationship Management (SRM), in how it relates to the interaction between the company and suppliers, strong and effective communication, managing stakeholders, being aware of risk as well as ensuring a sustainable future for all parties involved.

Why is it important?



It encourages transparency and clarity in dealings with our supply chain and internal and external stakeholders



It creates ways for greater collaboration and communication between us and our suppliers



It improves the overall supplier experience when working with us and keeps a consistent process



It complies with data security and Site Licence Regulations

When a supplier secures the opportunity of working in direct support of Sellafield Ltd or via a supply chain partner, a number of onboarding aspects must be taken into account. The contractual, legal and regulatory obligations are covered in the Sellafield Enterprise Management System (SEMS).

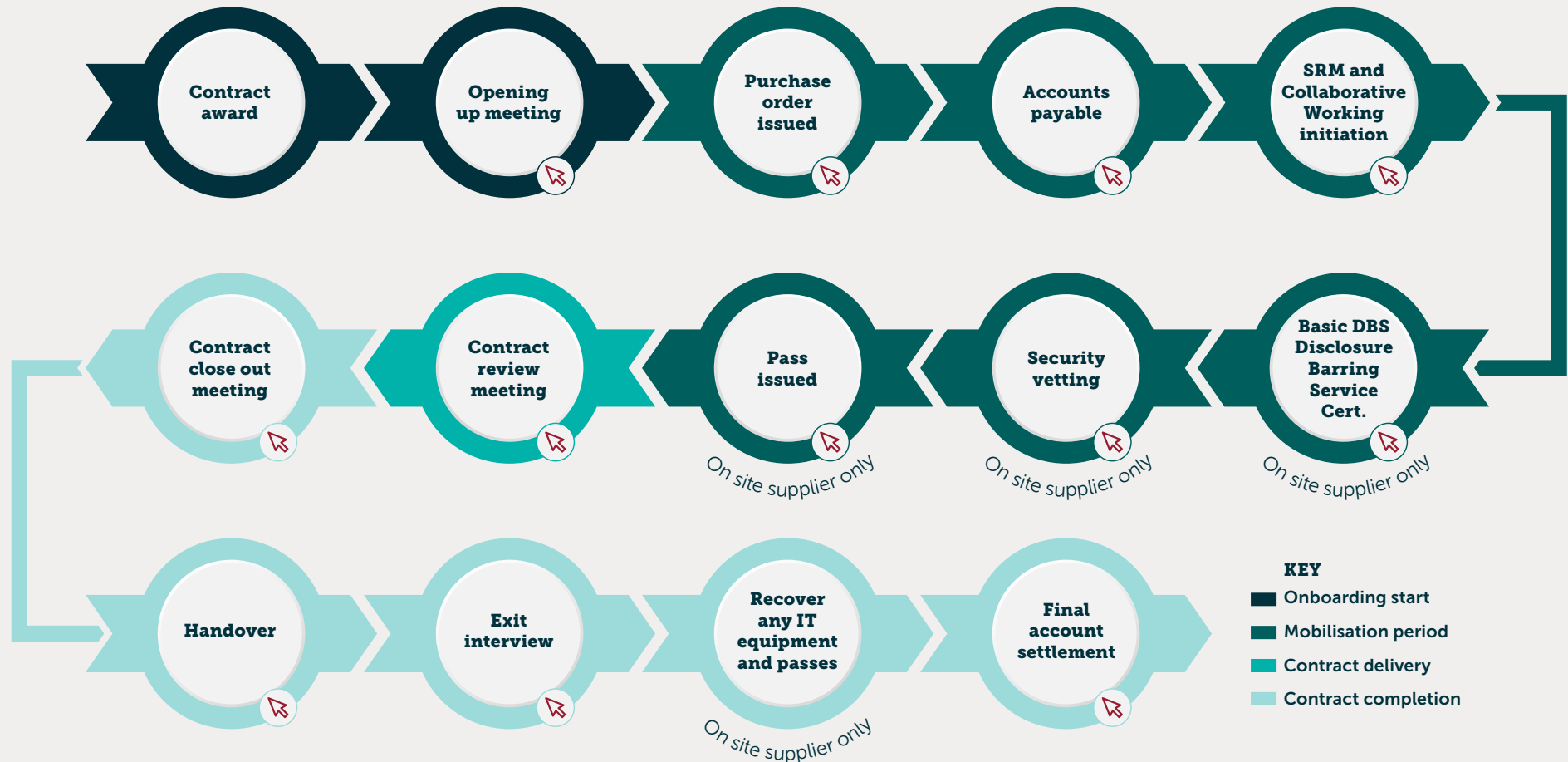


Continued >



What to expect when you work with us – Onboarding Roadmap

Click on the arrows to reveal more information 



Requirements can vary depending on the nature of the contract and whether work is carried out on or off the Sellafield site (note: off-site Sellafield locations are all our satellite facilities and offices located in West Cumbria and Warrington).

Note: Some specific procurement requirements may differ from the above and will be outlined at tender stage.

What to expect when you work with us

Who is responsible for looking after you?

A superintending officer is the designated person named in your contract document who is fully responsible for you when you are working on any Sellafield Ltd premises or the Sellafield site. Your superintending officer will offer guidance and support to you throughout your contract duration.



What you need to do once your contract is in place (mobilisation)

Once your contract is in place, you will be guided by your superintending officer through the requirements shown here (for on-site work only):

Note – This list is an example only and not exhaustive.

How to apply for a Sellafield Ltd pass



How to apply for the correct security clearance



How to book on our site induction training course



How to appoint and train your personnel to ensure they demonstrate SQEP competencies and have undertaken Sellafield Ltd specific training.



What radiological aspects need to be organised



How to contact our dosimetry service



How to arrange accommodation on the Sellafield site



Continued 

What to expect when you work with us

Our requirements when working with us

When working on the Sellafield site

If your contract requires you to work on the Sellafield site, you are required to comply with the following:

- Our 'site standards and expectations'. This covers what's expected of individuals regarding behaviours and nuclear professionalism
- Our pre-employment substance abuse testing and random substance testing programme
- Our Site Management System: elements of the system you are required to observe will be

provided for you at the time of tendering

- At tender stage, you will be given access to the Management of Contractors website which contains all the relevant information you'll need to deliver your contract whilst working with us
- Have a programme of continuous improvement: in nuclear, radiological, safety, health, environmental or the quality areas

For more in-depth information on this, please see the next two pages of this document.

The onboarding roadmap is controlled by the Sellafield Ltd Management of Contractors Group and is extremely stringent in its delivery, oversight and governance.

Every supplier group and supplier employee must adhere to these policies and practices.

Once all stages have been completed, recorded and are demonstrated, then Sellafield Ltd designated Superintending Officers provide support, assurance and governance to ensure that we collectively, through collaboration remain identified as SQEP (Suitably Qualified and Experienced Person) Nuclear Safety professionals. This ensures that we remain compliant against Site Licence Operating Conditions.

The Department for Management of Contractors has a diverse team that provides:

- Corporate arrangements for the effective control and oversight of Contractor and Leaseholder activities
- 24/7 management of, and cover for, Emergency requirements as they relate to Contractors & Leaseholders and in support of the overall Site Emergency arrangements
- Systems to ensure Core in-house capability and competence is appointed to support reliable delivery of Environmental, Safety and Security requirements for Contractor and Leaseholder activities
- Corporate independent governance and assurance related to Contractor and Leaseholder activities
- Communication of information and instruction to ensure contractors can operate safely and understand the limits of what they can do
- Information Asset Management related to contractor management which is governed and appropriately protected in line with legal, site licence and business requirements

Continued



What to expect when you work with us

Our requirements when working with us (cont.)

Security vetting and your Sellafield site pass

To work on the Sellafield site, a level of security controls must be applied, and this refers to all the contractors.

It is your superintending officer's responsibility to ensure all the relevant paperwork has been completed and submitted via your organisation.

The minimum security clearance requirement whilst working on a Sellafield Ltd contract is a Baseline Personnel Security Standard (BPSS). This will allow access to information up to and including official sensitive and enable a Sellafield site pass to be issued.

Only BPSS issued by Sellafield Ltd or other entities within the Nuclear Decommissioning Authority Estate, under the Office of Nuclear Regulation, can be used.

BPSS from external companies can't be accepted.

A security check (SC) clearance is required for persons to:

- Handle information above official sensitive
- BPSS site pass to be issued (and if appropriate a Sellafield Ltd account, as agreed by SO).
- Provide administrative services to Sellafield Ltd or access certain buildings or areas of the Sellafield Ltd estate



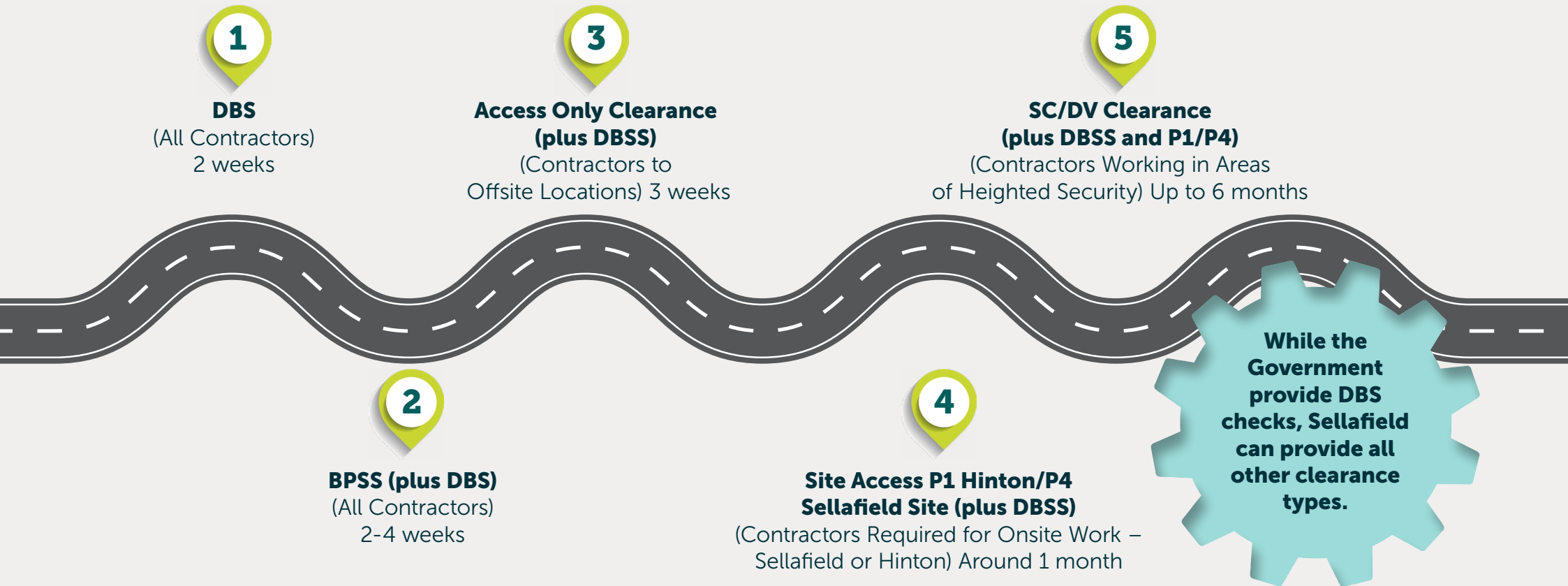
Where security check (SC), or developed vetting (DV) is already held with a third party, then, subject to conditions, Sellafield Ltd may apply to 'borrow' or 'transfer' the clearance to Sellafield Ltd.

All workers on the Sellafield site (with support from your superintending officer) are required to obtain a [basic disclosure certificate](#).

Note: Only an original basic disclosure certificate issued by the Disclosure and Barring Service (DBS) with a validity of 6 months will be accepted (Standard or enhanced disclosure certificates can't be accepted)



Roadmap to Onsite Working for New Suppliers to Sellafield Ltd



Clearance Type	Building Access	Digital Access
1	None	None
2	Escorted Access to SL Buildings	SL IT Network and SL Official Information
3	Unescorted Access to Offsite Buildings (except Hinton) with Photo ID	
4	Unescorted Access to Hinton and SL Site	
5	Unescorted Access to Areas with Heighted Security	Access to Information Relating to Areas of Heighted Security

What to expect when you work with us

Our requirements when working with us (cont.)

Mandatory training requirements

These are our training requirements for all contractors working on the Sellafield site:

- ▶ Complete the Sellafield site induction training course
- ▶ Complete your own induction training for the awarded scope
- ▶ Complete 'IOSH Managing Safely' for managers and supervisors
- ▶ Complete 'IOSH Working Safely' or equivalent for all employees (excluding managers and supervisors)
- ▶ Complete radiological protection training (where applicable)
- ▶ All training requirements outlined in the relevant Tender Safety Assessment provided

Management of contractors

Access to our management of contractors online portal is arranged through your superintending officer or the management of contractors department directly.

The portal is designed to keep our contracting community up to date with all the relevant information they need to work with us.

Resident contractors, where applicable, will attend the monthly co-ordination meeting (Sellafield Contractors Safety Working Group).

What to expect when you work with us

Supplier Relationship Management

Supplier relationship management (SRM) is a fundamental process of the supplier lifecycle, aiming to ensure that the business will always have the best benefits from the relationship and the supplier will find the ground to act as a valuable partner sharing knowledge, experience, and contributing to areas of common interest for the greater good.

SRM is a strategic approach to working collaboratively, it recognises the importance of supply chain engagement reflecting our 'One Team' principle, whilst maximising the mutual benefits of the relationship.

It embraces a shared commitment in the delivery of sustainable business plans through consistent performance management and a focus on shared values and behaviours.

Supplier Relationship Management Handbook



Sustainability | Social Value/Impact | Collaborative Working | SME Agenda



Shared Intelligence

What to expect when you work with us

Drive value
for money &
efficiencies

Fostering
critical skills &
capabilities

Enabling
innovation

Building a
sustainable
Supply Chain

Collaborative Working

Sellafield Ltd continues to focus on further developing and embedding its Collaborative Working arrangements in support of and in accordance with the requirements of ISO44001, for its collaborative working practices.

ISO44001 is a standard identifying, developing and managing collaborative business relationships within or between organisations that supports strategic delivery. Our collaborative business relationships are aligned ways of working under ISO 44001, and feature as a golden thread and an integral part within our Supplier Relationship Management (SRM) programme. As part of our SRM systematic approach, it is our objective to further integrate our

collaborative working principles as part of our strategic business relationships.

Collaboration is key to delivering our scope successfully, and focus on developing mutually beneficial relationships within the supply chain is vital for Sellafield and the overall industry.

Sellafield Ltd views collaborative working with its supply chain as vital to the safe, secure and efficient running of its sites.



Delivering your contract – business as usual

**Our
contractor
requirements**

[Click here](#)

**Health
and safety**

[Click here](#)

Quality

[Click here](#)

**Innovation
and the
supply chain**

[Click here](#)



Delivering your contract – business as usual

Sellafield Ltd has adopted a category management approach to contract management.

Each team within the Supply Chain Directorate manages a group of related contracts. Each category team is comprised of a Category Manager, Procurement Lead, Senior Buyers and Buyers. You will be assigned a point of contact from one of these teams to ensure your agreement runs smoothly through regular contract review meetings. These category contacts will also be your point of contact for issuing purchase orders.

Sellafield Site operates 24-hours a day, 7 days a week, 365 days a year

Our contractor requirements

Our contractor requirements are to:

- ✓ Meet the terms of the Sellafield site management system. The Sellafield Ltd Management System (SLMS) is a single, integrated management system and is a key component in supporting the development of standard, integrated process in an effective method to:
 - Manage a large nuclear organisation
 - Improve performance through sharing good practice and learning from experience
 - Develop a basis for oversight and self-assessment
 - Submit accident statistics information to the management of contractors team
 - Use dose control arrangements
 - Participate in management of contractors safety inspections and Operating Experience Feedback (OEF)
 - Submit risk assessments

What to expect during a contract opening up meeting

Discussions will take place around the following topics (*may vary depending on the nature of the contract).

- ✓ Basis of contract (scope, programme, price and T&Cs)
- ✓ Safety
- ✓ Waste Management Arrangements (for all onsite work)
- ✓ Contract compliance
- ✓ Appointment of subcontractors
- ✓ Financial processes
- ✓ Technical queries
- ✓ Security status
- ✓ Planned deliverables

Depending on the nature of the contract, people from the following areas may be in attendance: SO, Commercial, Project Management, Finance, Security, Legal, technical representatives, etc.

Delivering your contract – business as usual

Quality

Quality is about...

- Helping us **perform** for our many stakeholders, both **now and in the future**
- Making sure that what we do is **fit for purpose**, and not only stays that way, but **keeps improving**

Quality is a critical enabler to nuclear safety, security, sustainability and environmental performance.

Quality ensure that requirements are met, to help us achieve the safe and predictable delivery of our mission, at best value for our customers.

Under the Health and Safety at Work Act, suppliers are required to suitable assess (reduce, remove control) via risk assessment all risks and hazards associated with their work scope.

We work collaboratively with our suppliers to build confidence they can meet our requirements:

- Promoting a strong quality culture and a 'zero concession' mindset.
- Mobilising appropriate quality support and intelligent customer arrangements.
- Using quality and inspection plans to build in key quality touch points.
- Providing oversight of quality performance through risk-based assurance and right first-time (RFT) quality measures.
- Certifying products and verifying lifetime records to demonstrate specified requirements are met.
- Investigating, and driving resolution of, non-conformances and trends impacting quality.
- Sharing and embedding quality LFE to drive continuous improvement.

We inspect over
100,000
manufactured
items per
year



Delivering your contract – business as usual

Quality (cont.)

Our strategic focus

- Enhancing the Quality Capability to meet current and future business needs
- Creating a culture of safe, predictable and sustainable delivery through quality
- Working collaboratively with customers, partners and the supply chain to improve quality performance

Sellafield Ltd operates as an Intelligent Customer, and as such applies the appropriate level of oversight of quality management arrangements for projects, products and services, with particular focus on Nuclear Safety.

Sellafield Ltd and regulators, such as the Office for Nuclear Regulation (ONR), reserve the right to undertake oversight of suppliers' management system arrangements and all work being delivered within the contract scope, including sub-contracted work.

Sellafield Ltd Contract Quality Requirements (CQR) comprise oversight and assurance activities to which suppliers must adhere, to minimise the risk of non-conformance, defects and Counterfeit, Fraudulent and Suspect Items (CFSI), whilst ensuring the provenance of materials. These are established for the specified **Quality Grade** or **Specification**, and extend to **all tiers** of the supply chain via 'flow-down' arrangements. Suppliers must ensure that their sub-contractors are informed of these requirements.

We adopt intelligent customer arrangements to drive a collaborative, compliant and innovative environment with our suppliers

These activities may include, but are not limited to:

- Identifying and managing risks within the supply chain.
- Establishing, and adjusting, levels of contractor oversight to address levels of risk.
- Qualification of Suitably Qualified and Experienced Persons (SQEP).
- Sharing learning across the industry relating to contractor risks.



Delivering your contract – business as usual

Health and safety

Sellafield is a Nuclear Licensed Site and we must comply with the Nuclear Site Licence Conditions.

In addition, the Health and Safety at Work Act, related statutory instruments and environmental legislation, require that Sellafield Ltd, as the user of the Sellafield managed site, must make adequate arrangements, to show that risks on or to the Sellafield managed site are properly controlled.

To ensure these conditions are met, Sellafield Ltd and the supply chain work collaboratively on the following:

- ✓ Sellafield Ltd ensures command and control of its Suppliers via the appointment of Superintending Officers (SOs)
- ✓ The SO appoints a number of Nominated Representatives (NRs) who have delegated duties for control
- ✓ Suppliers are required to adequately supervise their operations
- ✓ The arrangements for the Management of Suppliers are discharged via the Management of Contractors (MoC) department
- ✓ The management of contractors department run schemes which provide reward and recognition for high standards of safety
- ✓ Where there has been outstanding performance from a contracting company, or there has been considerable improvement the company will receive recognition for it

The safe, secure and sustainable stewardship of the Sellafield site is our priority

The management of contractors department run schemes which provide reward and recognition for high standards of safety



Delivering your contract – business as usual



Accounts Payable

The GBS Accounts Payable Teams primary focus is to facilitate payment of goods and services to the Sellafield External Supply Chain.

This is delivered through processing, validating and paying supplier invoices in-line with contract payment terms, whilst ensuring they are compliant with HMRC requirements.

A range of governance and assurance activities are also completed to ensure compliance with company agreements, policies and statutory requirements and regulations.

The team also support the resolution of non-compliant invoices with the relevant internal & external Stakeholders.

How to ensure your invoice is compliant/accepted

- ✓ Ensure **Purchase order** number is quoted
- ✓ For Service Contracts ensure **Service Entry** number(s) is quoted
- ✓ **VAT** compliant in line with HMRC requirements (e.g. include your VAT Registration number) Click here Invoicing and taking payment from customers: Invoices - what they must include - GOV.UK

- ✓ **Description** of Goods or Services supplied

FAQ (Frequently asked questions)

- ✓ When will I be paid?
- ✓ What are Sellafield Ltd standard Payment Terms?
- ✓ How/When will I receive a remittance advice?
- ✓ How will I know if my invoice is non-compliant/rejected?

How to contact us

Telephone: [019467 81000](tel:01946781000) (Option 2)

For e-mail enquires contact:
gbs.accounts payable@sellafieldsites.com
(please do **not** submit your invoices to this address)

Sellafield Ltd Payment performance

Our payment performance metrics are published twice annually on the GOV.UK site. Link below to our latest report

[Payment practice reports for SELLAFIELD LIMITED](#)

Delivering your contract – business as usual

Innovation and the supply chain

We actively seek to engage the supply chain, academia, and individuals who can bring their innovative, smart technologies and digital solutions into the nuclear arena and help accelerate our purpose of creating a clean and safe environment for future generations, whilst also reducing costs and upholding our commitment to human and environmental safety. Innovation is usually focused on the way in which we carry out improvements. It can be carried out in anything so is not just focused on technology.

Game changers

Game Changers is the UK's leading nuclear innovation programme, finding solutions and developing technologies to overcome some of the most complex challenges facing the nuclear industry. They provide a platform to connect challenge owners and solution providers, with the challenges open to anyone from any sector who can offer a viable solution, including small-medium enterprises, universities, research organisations, and large companies.

Innovation at Sellafield

Our purpose is to enable innovation within the organisation through the introduction and support of governance, capability, and cultural change.

Useful links:

[Innovate UK](#)

[Gamechangers.technology](#)



We're inventing
the robots and
technology that we
need to clean up
Sellafield.



Exiting from your contract

Contract close out – what happens next

When your contract comes to an end, there are several areas to consider for us as an organisation and for you, as the contract holder.

We have robust processes and procedures in place to look after you and make sure you are supported all the way through.

What to expect when your contract comes to an end:

- ✓ A contract close-out meeting
- ✓ A knowledge transfer and learning from experience evaluation and discussion session
- ✓ Considerations and advice on general data protection regulations (GDPR)
- ✓ IT equipment and pass return advice
- ✓ Exit interview and Supplier Base sign off
- ✓ A comprehensive handover, including any relevant documentation and drawings
- ✓ Final Account settlement
- ✓ Supplier performance and Sellafield commercial performance reports



