

Financial Supplier Qualification System (FSQS)

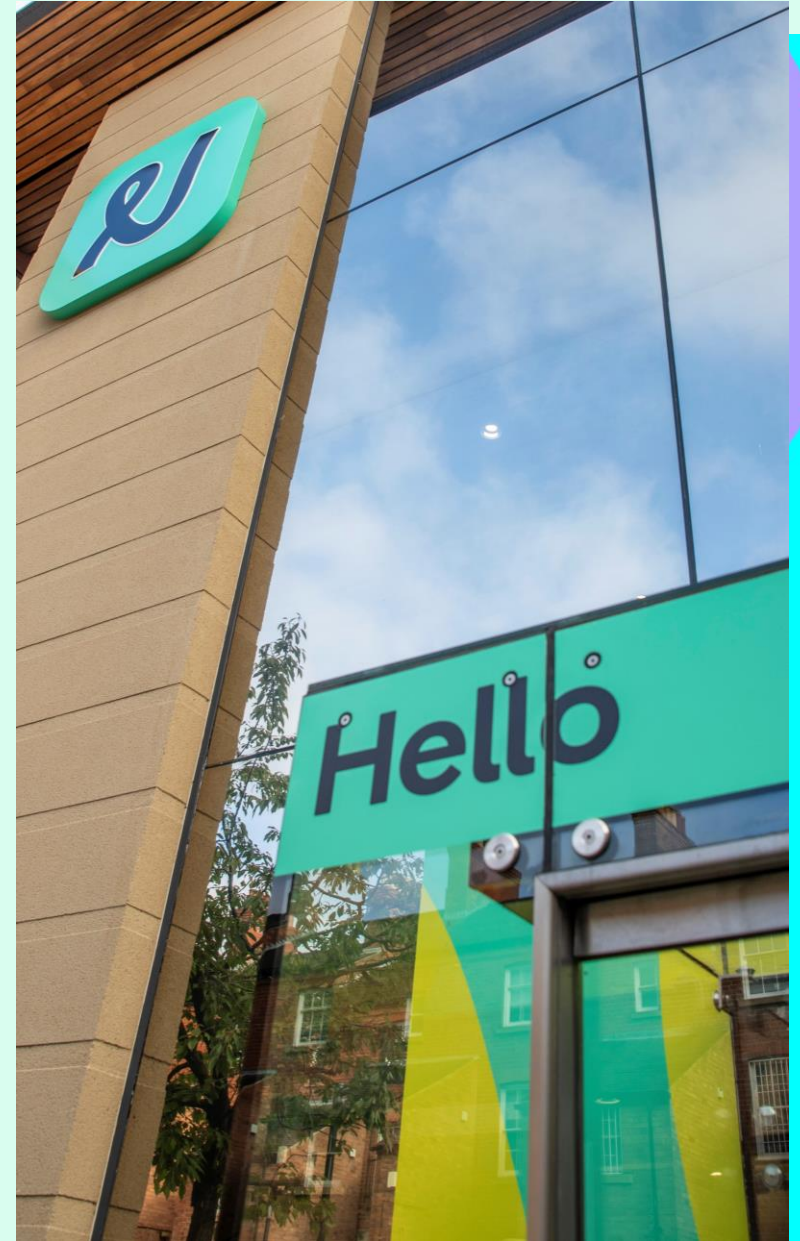
Nottingham
Building Society

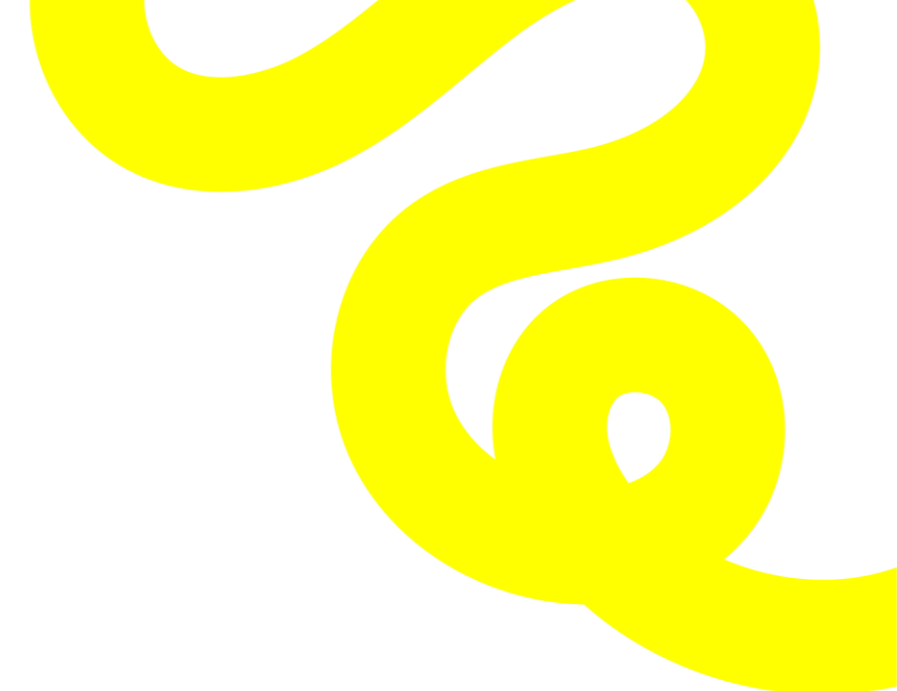
In partnership with  **HELLIOS**



Welcome

Welcome to Nottingham Building Society's supplier due diligence journey





**We're all
about making
it easier for
you to work
with us**

That's why we've teamed up with Hellios and are members of the Financial Supplier Qualification System (FSQS). This system is designed to streamline things. It makes sure we're ticking all the right boxes when it comes to compliance and responsibility.

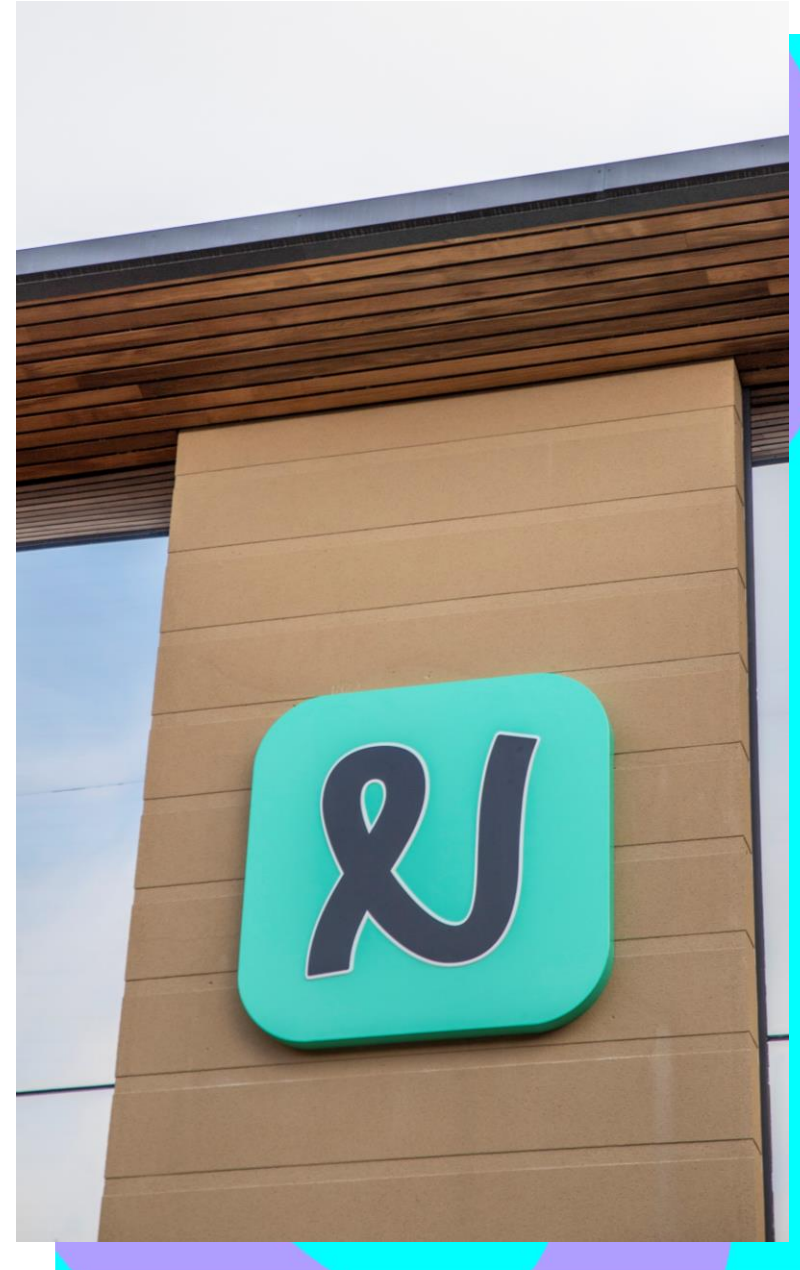


Why do we use FSQS?

Regulations are becoming more complex. We must show our members and stakeholders that we work with responsible suppliers who help us manage risks. FSQS simplifies how we gather and manage supplier information.

FSQS helps us and opens opportunities for you. Procurement teams within the community use FSQS to find pre-qualified suppliers for new business.

Why?



What's in it for you?

2

No repeated paperwork

Once qualified, you won't have to submit assurance info whenever you bid for new business, as long as you keep your FSQS profile up to date and renew annually.

Stay updated

Keep your supplier profile current and showcase your ongoing compliance with our policies.

One-stop process

Submit your compliance and assurance data once to avoid repetitive requests.

Tailored requirements

We'll only ask for what's relevant to your goods or services

How to get qualified

There are two simple steps to joining FSQS:

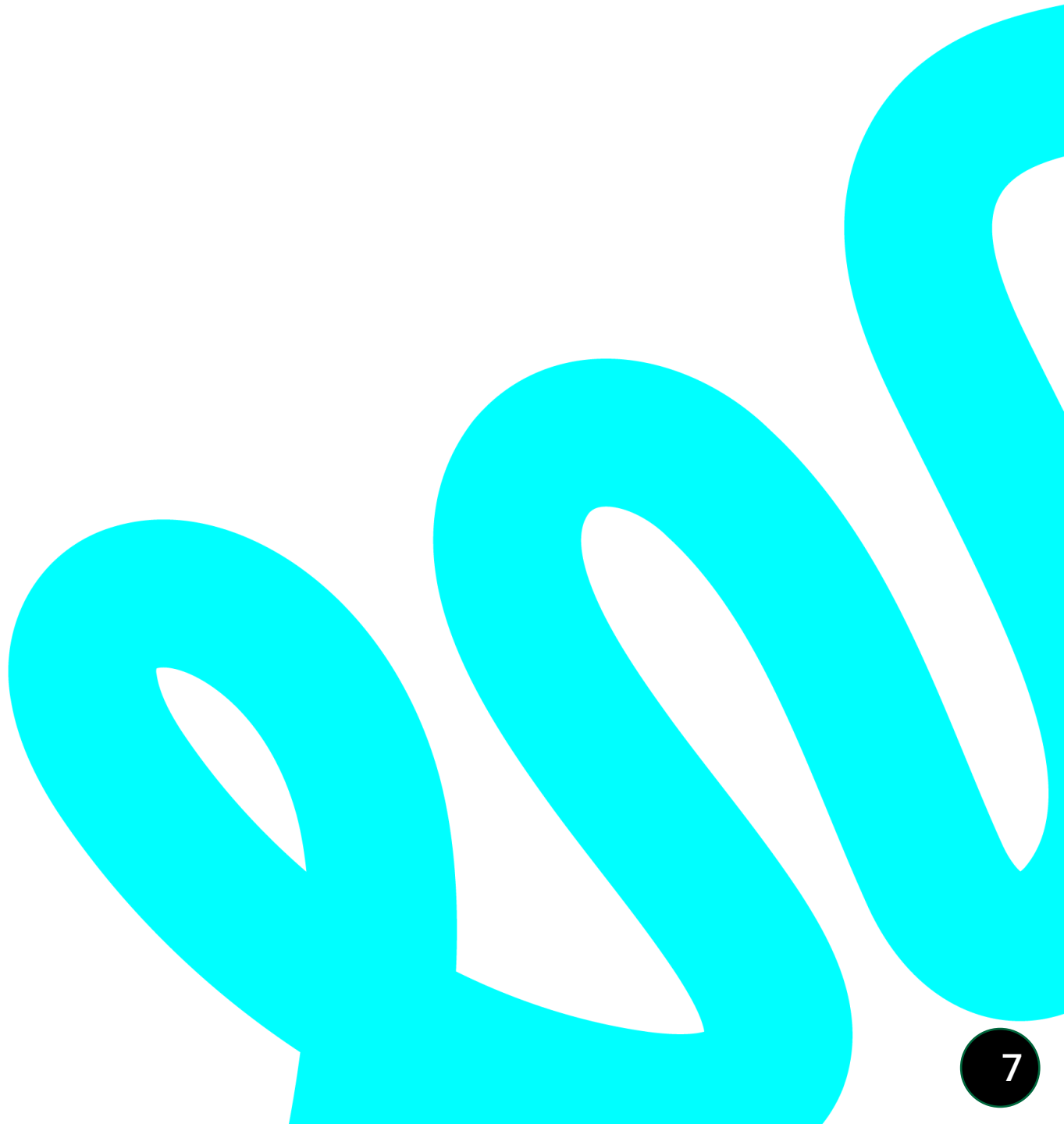




Stage 1 Qualification

Stage 1:

You'll receive an email from Hellios with a link to an online questionnaire. It takes about an hour to complete, which will indicate whether you need to move to Stage 2.



Stage 2:

If needed, you'll take a detailed assessment. It will cover your policies and practices, especially if you handle member data or provide sensitive services. This stage typically covers your policies and practices in these areas:

Once you're through Stage 2, we may suggest digging deeper with further checks, like an on-site audit, but this will only be if we consider it necessary and agreed with you in advance.

- Keeping things clean: Anti-Money Laundering
- Celebrating everyone: Diversity and Inclusion
- Keeping it on record: Records Management
- Handling them right: Customer Treatment
- Guarding the goods: Information Security
- Going green: Environmental Posture
- Plan B (and C): Business Continuity
- Selling it smart: Products and Sales
- Staying safe online: Cyber Security
- Fair play, fair pay: Remuneration
- No shady business: Anti-Bribery
- Playing by the rules: Sanctions
- Safety first: Health and Safety
- Speaking up: Whistleblowing

What about funding?

The cost of FSQS is split between us and other financial services organisations using the platform – we pay the vast majority of FSQS costs! You'll chip in if you're a larger supplier or a medium sized organisation. [Click here](#) to find out more.

But here's the good news: you only pay once, no matter how many clients or customers you have on the platform. One fee qualifies you for all buyers.

Timelines to get qualified

On average, it takes four to eight weeks to complete everything. But for most suppliers, it could be much quicker.

If you're bidding for new business and still need to get on FSQS, you might need to hustle and get it done faster. Don't worry. Hellios will keep you in the loop with all the deadlines for each stage.



Why do you use FSQS?

We use FSQS because gathering compliance and assurance data can feel gruelling. FSQS simplifies things by letting you submit your information once without receiving endless requests from us. Plus, it's our way of working responsibly with you to protect our members while staying on top of regulations.

Who is Hellios?

Hellios is a UK firm with loads of experience managing supplier data for major companies worldwide.

What does Hellios do?

Hellios collects and manages your supplier data for us on FSQS. But they don't decide who qualifies for business with the Society. That's still up to us.

Do we have to register every legal entity separately?

Yep. Every legal entity that invoices us needs to register.

Can any supplier apply?

FSQS is invite-only by a community member, so not every supplier can join.

Will other suppliers see our info?

Nope. Your details stay private and won't be shared with other suppliers.

Can other financial services organisations see our info?

Yes, but that's the whole point! FSQS makes your assurance data visible to other financial services organisations on the platform. This reduces duplicate requests. Hellios will never share your information with anyone else.

Will we have to provide pricing info?

Nope. There's no need to share any commercial pricing details.

If we need to pay for Stage 2, how do we do it?

Hellios will give you all the payment options, but we recommend paying online for the fastest access to Stage 2.

How long is the qualification good for?

The qualification is valid for a year. You'll get a reminder well in advance when it's time to renew.

How long does it take to get qualified?

It usually takes less than a day to input everything. Bigger organisations might need more time since you'll have to gather info from multiple departments. But don't worry. We give you up to eight weeks (unless you're on a tighter deadline for new business).

What happens if I miss the qualification deadline?

Hellios will guide you, but you need to complete the deadline to become compliant. Or it may hurt your future business opportunities with us. It's best to stay on top of it.

Who can I chat with for more info?

Hellios Supplier Support

fsqs@hellios.com

01865 959120 (Mon–Fri, 8:30am–5:30pm)

Nottingham Building Society's Third-Party Management team

tpm@thenottingham.com



Thank You