



New Supplier Form/Update Form

PART 2: [This Form is to be fully completed by the Supplier]

In order that your organisation can be added to the University's Supplier Database can you please complete this form fully and return to the University contact whose details are shown below:

To be completed by the Brunel University Requester	
Name	
Address	
Telephone No.	
E-Mail Address	

The University requests that you provide the following details to enable us to create a full record and to comply with necessary legislation. If the University has previously done business with your organisation we need to check that the details we hold are still valid.

Your Organisation's Details

Full Trading Name	
Company Registration No (UK Only)	
VAT Registration No (UK – EU Only)	
Nature of Business	
Registered Address	
Address Line 1	
Address Line 2	
Address Line 3	
Town/City	
Postcode	
Country	
Telephone	
Email address for purchase orders	
Email address for remittance advice	
Supplier Contact	
Name	
Contact email address (if different from above)	
Telephone	
Brunel University London ref: (please enter our account reference number you hold)	
Bank Details	
Name of Account Holder	
Account number	
Sort code	
Swift code	
IBAN number	
BIC number	
Routing number	
Please note that Brunel University London's payment terms are strictly 30 days payment from invoice date and where goods or services have been received.	

Please mark the category which best describes the goods/services or works you supply.

	CATEGORY	BRIEF DESCRIPTION
	Audio-Visual & Multimedia Supplies and Services	
	Library & Publications	
	Catering Supplies & Services	
	Medical, Surgical, Nursing, Dentistry Supplies & Services	
	Agricultural/Fisheries/Forestry/Horticultural/Oceanographic Supplies & Services	
	Furniture, Furnishings & textiles	
	Sports Science, and Recreation	
	Janitorial & Domestic Supplies & Services	
	Utilities	
	Computer Supplies & Services	
	Laboratory/Animal House Supplies & Services	
	Workshop & Maintenance Supplies (including Engineering)	
	Museums and Art	
	Printing, Reprographics and Photocopying	
	Telecommunications	
	Professional & Bought-in Services including consultancy	
	Stationery & Office Supplies	
	Travel & Transport (incl. Vehicle hire & Subsistence)	
	Health & Safety & Security	
	Vehicles, Fleet Management (Purchase, Lease, Contract Hire)	
	Estates & Buildings	
	Facilities Operations	
	Other – please state	

All payments will be made by bank transfer and all payment remittances will be sent via email. Please supply full details to facilitate this and avoid delays in payment.

You must provide confirmation of the following bank details on signed, letter headed paper or bank statement showing the following:

- Account /Payee Name
- Bank Name, Sort Code and Account Number
- Non UK Suppliers - IBAN Number / Swift Code / Routing Number (where applicable)

Confirm bank details enclosed

IT IS STRICT UNIVERSITY POLICY TO CONTACT NEW SUPPLIERS TO VERBALLY VERIFY THEIR BANK DETAILS. A MEMBER OF THE PROCUREMENT TEAM WILL BE CONTACTING YOU IN DUE COURSE.

Please indicate the currency you will be invoicing in GBP EUR USD

❖ If you will be invoicing in more than one currency, please tick as applicable.

If you are a UK based individual/sole trader, in order to ensure that we comply with relevant HMRC guidelines you must provide us with valid Unique Tax Reference Number (UTR) before we can process payments without deducting applicable taxes.

Evidence of UTR details supplied

Certificate of incorporation overseas, attached (if applicable)

Invoicing information:

Invoices **MUST BE** in PDF format and can be emailed to;

bruneluniversity.invoices@proactiscapture.com

Alternatively, invoices can be added to purchase orders via the supplier portal using the 'PO Flip' feature. All suppliers are sent a login to access the portal when they are set up within the P2P system.

- The University operates a '**no purchase order, no pay**' policy. Invoices will only be paid where a valid University purchase order number has been quoted.

Please note that invoices submitted without a PO Number will be rejected via the email address (bruneluniversity.invoices@proactiscapture.com) with details of the missing requirements.

- The University is committed to deal fairly and equitably with its suppliers and similarly expects to deal with suppliers that also operate in a responsible manner. To assist us in this we expect firms to accept:
 - Our standard terms of business

All data will be used only in accordance with the [University's Data Protection Policy](#):

Please review our [website](#) for all supplier information, guidance documentation, full invoice guidance and policies.

I confirm that I have understood the above and have completed the form fully and enclose any attachments.

Signature	
Name	
Position/Job Title	
Organisation	
Date	

Thank you for completing this form which will allow us to process orders and payments to you.

What happens next?

- Return the form and any attachments to the person identified at the start of the first page
- They will complete the University's internal documentation and forward this to the Procurement Department where the request will be reviewed and, if all is in order, create a supplier account for your organisation within the University's Finance System
- Once this supplier account is activated, you will receive notification of the set up via email; this also includes your login details and set up URL link for access to the Universities supplier portal.
- The university will be able to commence using your organisation by issuing you with a valid purchase order and process for payment any invoices received against a purchase order.