When the University offers to provide goods or services to an external party for the first time, we may be asked by the customer to complete their new supplier set up form in order for the customer to set the University up on their payments system. Once this has happened the customer can then raise a purchase order to the University and we can then issue a Sales Invoice to request payment from the customer.

This is distinct from New Supplier Set Ups where the University sets up the people it buys things from as suppliers.

This document provides guidance on how to complete a request to set up the University as a supplier to our customer and where to refer any questions or issues to.

# Completing a request from the third party to register the University as a supplier

All requests are different, as each customer will have their own version. However, a customer will usually ask for the following basic information:

|  |  |
| --- | --- |
| Supplier Name and Address | University of Birmingham, Edgbaston, Birmingham, B15 2TT |
| VAT registration number | GB729856187 |
| Charity number | X7237 |
| Company number | RC 000645 |
| Remittance details (where the customer should send notifications regarding their payment, e.g. remittance advice) | Email: [accountsreceivable@contacts.bham.ac.uk](mailto:accountsreceivable@contacts.bham.ac.uk)  Post: Accounts Receivable, Finance Office, University of Birmingham, Edgbaston, B15 2TT |
| University bank details | This can be found at <https://intranet.birmingham.ac.uk/finance/Transaction-Services/Credit-Control/Invoice-Payment-Options.aspx> |
| Does your company meet the EU definition of a Small and Medium Sized Enterprise (SME)? | No. The University does not and therefore does not need to state the name of its Director or Secretary. |

Some forms state that they must be signed by the Finance Office or an Authorised Signatory.

In these cases please forward the form to the invoicing team at [invoicerequests@bham.ac.uk](mailto:invoicerequests@bham.ac.uk) , or via internal post to Invoicing Team, Finance Office, B Block, Aston Webb Building.

# A customer has asked us to sign up to their terms and conditions - what do I do?

A contract is a binding agreement made between two parties and although it will usually be in writing, it could be made verbally. Always ensure that you obtain and read through the entire document including the standard terms and conditions (often in the small print on the reverse of an order form or referred to elsewhere e.g. on a website) before signing the contract.

The University’s payment terms are 30 days from receipt of invoice. If you are asked to sign up to terms and conditions which are different from this, you must contact Head of Income & Payments for advice before doing so.

# I have completed the customer’s set up form how do I now raise a Sales Invoice to the customer?

* Request a purchase order from your customer. Most companies the University deals with will issue purchase orders. If your customer does not issue purchase orders, you should request an email confirming the order of the goods and services.
* The form and guidance on how to complete and submit the form is available at: <https://intranet.birmingham.ac.uk/finance/Transaction-Services/Income-Processing/Sales-Invoicing/Raise-a-Sales-Invoice.aspx>

# Who can I contact for advice on the completion of customer set up forms and terms and conditions

Please contact the invoicing team at [invoicerequests@bham.ac.uk](mailto:invoicerequests@bham.ac.uk)