Dear Sir or Madam,

**New Suppliers** - Liverpool Hope University wish to order goods / services from your company, to place a purchase order and pay you. We require this form to be completed and returned to us, this will enable us to add you to our Finance System. Failure to give the necessary information may delay the setting up of your account, and henceforth, the order with your business.

**Existing Suppliers** – If the University has previously done business with your organisation, we are issuing this form to check we hold up-to-date information.

**Purchase Orders** - The University follows a ‘**No PO, No Pay**’ policy, which means that all invoices must state an official University Purchase Order (PO) number for them to be paid. To ensure that your invoice is dealt with efficiently and to avoid delays please:

* Request a PO number from the University before providing goods/services,
* Ensure a PO number is on the invoice before submitting to the University,
* Send the invoice by email or electronically to [purchaseledger@hope.ac.uk](mailto:purchaseledger@hope.ac.uk)

**Terms and Conditions -** The University’s ‘TERMS AND CONDITIONS OF PURCHASE’ will apply to all Purchase Orders. Under no circumstances will variations to this form or the University standard Terms be accepted without the prior written acceptance of the University. Terms are provided at the end of this form.

**Payment Terms -** The University settles all credit accounts within 30 days from the date of receipt of a valid invoice - unless otherwise agreed in writing.

**Invoicing Arrangements** - Our preferred method of receipt for invoices, statements, and any other supplier correspondence, is via email to [purchaseledger@hope.ac.uk](mailto:purchaseledger@hope.ac.uk)

Invoices and credit notes sent by email should be in pdf format, and each attachment should contain only one invoice or credit note. Ideally please add either ‘Invoice’, ‘Credit Note’ or ‘Statement’ in the subject line.

**Bank Details -** It is our policy to make payments electronically. To ensure payments can be issued quickly and securely you must enter your full bank details and provide evidence. To help ensure the security of information across the University, bank details need to be verified and checked by the Finance team.

**Modern Slavery -** We have produced our Modern Slavery Transparency statement which we would like you to take the time to read: [www.hope.ac.uk](http://www.hope.ac.uk)

**Corporate and Social Responsibility -** The University is committed to supporting Corporate and Social Responsibility (CSR) and recognises the contribution of our supply chain as a key aspect. The University has introduced a tool which helps suppliers and the university address CSR issues including the Modern Slavery Act. <http://supplierengagementhe.net-positive.org/> As a supplier to the University we ask you to sign up to this tool and work with the University to improve CSR.

**SUPPLIER APPLICATON FORM**

(This form should be completed by the supplier)

|  |  |
| --- | --- |
| **PRE-SUPPLIER SET-UP CHECK** | |
| **Have you been registered as a supplier to Liverpool Hope University before?**  If Yes, check with your University contact if setup is required? |  |
| **Do you accept credit card payments?**  If Yes, check with your University contact if setup is required? |  |
| **ORGANISATION DETAILS** | |
| **Supplier Name:** |  |
| **Trading Name (if different):** |  |
| **Registered / Home Address:** |  |
| * Street Address: |  |
| * Town/City: |  |
| * County: |  |
| * Country: |  |
| * Post Code: |  |
| **Telephone Number:** |  |
| **Email Address (Purchase Orders):** |  |
| **Email Address (General):** |  |
| **Website:** |  |
| **UK Company Registration Number:** |  |
| **Charity Number:** |  |
| **UK VAT Registration Number:** |  |
| **Business Structure\***  Sole Trader / LLP / LP / Other Partnership / Limited Company / Personal Services Company / Other (please explain)  *\* In accordance with changes in legislation the University will identify and determine the employment status of Individuals and Contractors supplying services via a Personal Service Company. Where applicable, the University will deduct and pay the relevant amounts of income tax and employees national insurance contributions from invoices. For further information see* [*https://www.gov.uk/guidance/understanding-off-payroll-working-ir35*](https://www.gov.uk/guidance/understanding-off-payroll-working-ir35) |  |
| **Give names of any connected company (Parent, Associated, Subsidiary etc):** |  |
| **Unique Tax Reference Number (Only applicable for UK based Individuals / Sole Traders)**  *If you are a UK based individual/sole trader etc. in order to ensure that we comply with relevant HMRC guidelines you must provide us with evidence of a valid Unique Tax Reference Number (UTR) before we can process payments without deducting applicable taxes.* |  |
| **SME Status (small to medium size enterprises) – if applicable:**  *The UK government definition of SMEs encompasses* ***micro*** *(less than 10 employees and an annual turnover under €2 million),* ***small*** *(less than 50 employees and an annual turnover under €10 million) and* ***medium****-sized (less than 250 employees and an annual turnover under €50 million) businesses.* |  |
| **Framework Agreement**  Are you a supplier on a current public sector framework? i.e. NWUPC / TUCO / CCS?  If Yes, please state which public sector provider and contract reference. |  |
| **Business Insurance**  Please indicate the level of indemnity for each section in GBP (£) and name of the insurance company |  |
| * Employers Liability: |  |
| * Public / Products Liability: |  |
| * Professional Indemnity: |  |
| **GDPR / Data processing**  Do the goods or services you are providing involve the holding of personal data? If Yes, you will need to complete a Data Processing Agreement (DPA). |  |

|  |  |
| --- | --- |
| **BANK AND PAYMENT DETAILS** | |
| Account / Payee Name: |  |
| Bank Name: |  |
| Bank/Branch Country: |  |
| Invoice currency: |  |
| Do you accept credit card payments? |  |
| Email Address (Remittance): |  |
| **UK Bank Details** |  |
| Sort Code: |  |
| Account Number: |  |
| **Non-UK Bank Details** |  |
| Non-UK Account Number: |  |
| IBAN Number: |  |
| Swift Code: |  |
| The University settles all credit accounts within **30 days** from the date of receipt of a valid invoice - unless otherwise agreed in writing. | |
| **You MUST provide confirmation of your bank details on letter headed paper, bank statement or a copy of bank paying-in slip** | |

|  |  |
| --- | --- |
| **SUPPLIER AUTHENTICATION** | |
| **Authorised Signatory**  In completing this form, you confirm that you are a duly authorised signatory for your organisation and that all sections of the form are accurate and complete.  \*I/We understand that by applying to be a supplier to Liverpool Hope University we are agreeing that all orders issued are subject to the ‘TERMS AND CONDITIONS OF PURCHASE’.  I/We certify that the information supplied in this application is complete and accurate to the best of my/our knowledge and belief and shall inform the University in writing if any of the details change. | |
| Completed by: |  |
| For and on behalf of: |  |
| Position/Job Title: |  |
| Signed: |  |
| Date: |  |

**Thank you**

In completing this form, you are supporting prompt and efficient payment. If you would like assistance in completing this form, please contact your University staff member contact person.









