

**Supplier Set-Up Form:****PART A to be completed by SUPPLIER**

All fields are mandatory and must be completed electronically.

Return this form with required information to your contact at the University of Manchester.

**All written forms will be rejected.**

\* Mandatory Field must be completed

**MANCHESTER**  
1824

The University of Manchester

Directorate of Finance, Master Data Office, G.026 John Owens Building, Oxford Road, Manchester, M13 9PL  
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VAT GB849738956  
D&B 734505642

**PART A - To be completed by SUPPLIER****Trading organisation details**

Full trading Name*	
Company Registration Number (UK only)	
Unique Tax Reference Number (Only applicable for UK based Individuals / Sole Traders)	
DUNS Number (if applicable)	
Charity Number (if applicable)	
VAT Number – including country code (see note below)	

Please note for UK and EU organisations you will need to provide a letter of declaration if you are Non-VAT registered. Please select Yes if a declaration is to be provided:

Website	
SIC Code	

**Trading Address**

Address Line 1*			
Address Line 2			
Address Line 3			
Town/City*		Postcode*	
Country*			
Telephone Number*		Purchasing Email	

<b>Supplier Contact Details</b>			
Name*		Contact email	
<b>More details about your organisation:</b>			
To help the University to monitor and manage its supplier base including working to develop our corporate social responsibility aims please complete the following categories:			
State the number of employees*			
Using the list provided please categorise the supplier (ProcHE 1)*			
Does the organisation pay UK Living Wage?			
Company Structure			
If Other, please state:			
Is the organisation owned by more than 51% individuals of Black, Asian, Minority, Ethnic background background (BAME)? *			
Company ownership: Does any person own 5% or more of the shares of the business? If yes, please state who below:			
<b>Supplier Bank Details - MUST be confirmed by providing EITHER:</b>			
i) Company letter headed paper or ii) A copy of a blank paying-in slip.			
Account / Payee Name*			
Bank Name*		Bank/Branch Country*	
Invoice currency*			
Remittance Email			
<b>UK Bank Details</b>			
Sort Code (UK Banks Only)		Account Number	
<b>Non-UK Bank Details</b>			
Non-UK Account Number			
IBAN Number			
Swift code			
Routing number (US only)			
All invoices relating to work undertaken for the University must be emailed to: <b>supplier.invoices@manchester.ac.uk</b>			

## Our Terms of Business, Policies and Declaration

The University operates a 'no purchase order, no pay' policy. Invoices will only be paid where they quote a valid University purchase order number.

Our standard terms of business are available here: <http://documents.manchester.ac.uk/display.aspx?DocID=15179>

Our supply chain code of conduct is available here: <https://www.staffnet.manchester.ac.uk/procurement/supplying/basic-information-for-suppliers/>

How we will use your data: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14914>

### Declaration to request a New Supplier Set Up / Update existing Supplier Account:

I confirm I have completed the form fully and accurately, enclosing any attachments.

I confirm that I intend my printed name below to authenticate this form and any attached document(s), including acceptance of the above terms and conditions of business, and that I am authorised to provide this authentication on behalf of the company.

**Please do not digitally sign this form.**

Print Name (Authorised person at Company)	
Position/ Job Title	
Date	

### What happens next?

Return the form and any attachments to your University contact.

They will complete and forward this to the Finance Directorate where the request will be reviewed and, if all is in order, create a record for your organisation on the University's Finance System

Once this record is activated the University will be able to commence using your organisation by issuing you with a valid purchase order and process for payment of invoices received against a purchase order.

### CHECKLIST

**Enclosed:**

**Bank Details on Company Letterhead paper**      or    **Bank Paying-in slip**

**Non VAT Registered Declaration (if appropriate)**

## PART B - FOR INTERNAL USE ONLY

### UOM Contact Details

Name			
Faculty / School		Department	
Telephone		Email	
Date			
Request Type*:			

### Purchase Description

Describe below the value and nature of the goods and services to be provided by the supplier.

If there is an existing supplier that can supply the goods/services/works, please tell us why you are not using the existing supplier? (THIS IS MANDATORY)

### Purchase Value

Is this a UK or Overseas Company?

(If this relates to an overseas company please move to final checklist)

### Employment Status of Supplier

Are you purchasing services or goods?

An example of a service includes: consultants, lecturers, temps, trainers, designers, computer experts, architects, design engineers, quantity surveyors and similar roles

**If you have ticked services you must complete the remainder of this section. If you have ticked goods, please move to the section: final checklist.**

Does the proposed supplier have <b>any</b> of the following characteristics? Tick all that apply:	
1. Less than 5 employees (see Section A of this form re number of employees)	
2. Not VAT registered (see Section A of this form re Trading Organisation details)	
3. Has 'consulting' or 'consultancy' in its name	
4. The person undertaking the work owns all or part (more than 5 per cent) of the shares in the company (see Section A of this form re More Details About Your Organisation)	
5. The supplier is an individual or self-employed person (see Section A of this form re More Details About Your Organisation)	
6. The name of the person undertaking the work is also part of the company's name	
7. None of the above apply	

**NEXT:**

If you have ticked 7, please move to the final checklist below.

**IMPORTANT:** If you have ticked any one of 1-6 above you must complete an HMRC assessment to establish the employment status of the supplier. The HMRC assessment can be found: <https://www.gov.uk/guidance/check-employment-status-for-tax>

When complete you must print and send the assessment to your HR Partner for verification, for return to you. Your HR Partner can be found using the link below:

<https://www.staffnet.manchester.ac.uk/people/aboutpeopleod/contact-us/peopleod-partners/>

- If the proposed supplier is an individual or single person company you must seek advice from your local HR partner on the most appropriate means of payment so as to ensure compliance with HMRC rules: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11011>
- If you propose to purchase controlled, hazardous or radioactive materials you should contact Health and Safety Services for advice before proceeding: <http://www.healthandsafety.manchester.ac.uk/>

**FINAL CHECKLIST:**

Part A of this form has been completed by the Supplier. Part B of this form has been completed by the University

Supplement 1. The Supplier has provided their Bank Details to you on Company Letterhead paper or a copy of a Bank paying in slip

Supplement 2. The Supplier has provided a Non VAT Registered Declaration (if appropriate)

Supplement 3. Enclosed HMRC Outcome, signed by HR Partner (if appropriate)

**Please send this completed form and any required supplements to : [suppliersetup@manchester.ac.uk](mailto:suppliersetup@manchester.ac.uk)**

**Internal - Master Data Use Only:**

Checked By:	
Assessment Date:	
Outcome (IR35 Applies?)	