



The University of Manchester

## **Customer Account Form for Organisations**

**(CAF)**

**This form is to be completed electronically by  
new customers and for updating existing  
accounts.**

**Non-electronic forms will be returned**

Directorate of Finance,  
Master Data Office, G.026  
John Owens Building,  
Oxford Road, Manchester,  
M13 9PL

0161 275 7160

### **UOM Contact Details**

<b>Name</b>			
<b>Faculty</b>		<b>Department</b>	
<b>Telephone</b>		<b>Email</b>	
<b>Date</b>			

**Request Type:**

**Failure to provide all necessary information will result in delays during account set up.**

### **Section 1: Trading organisation.**

**Complete the name and full details of the company purchasing services / goods provided by the UOM.**

<b>Trading Name</b>		
<b>Registered Charity Number</b>		
<b>Company Number (UK only)</b>		
<b>DUNS Number</b>		
<b>VAT Number (see note below)</b>	<b>VAT Country Code</b>	<b>VAT Numerical Part</b>

**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 below if a declaration is to be provided:**

<b>Trading Address</b>			
<b>Town</b>		<b>Postcode</b>	
<b>Country</b>			
<b>Telephone Number</b>		<b>Email</b>	

<b>Section 2: Accounts Payable / Billing Details.</b> <b>This is where the UOM will send their invoice.</b>			
Accounts Payable / Billing Address			
Town		Postcode	
Country			
Telephone Number		Email	
Please complete your Central Billing Email Address here:			
<b>Section 3: Parent Details</b> <b>Only complete where different to Trading details.</b>			
Registered Name			
Registered Address			
Town		Postcode	
Country			
Company Number (UK Only)			
<b>Declaration to request a New Customer Account / Update existing Customer Account:</b>			
<p>I hereby apply to open a Customer Account to be opened with The University of Manchester. I confirm that this information is true and complete and I have the authority to open this account. Our standard terms apply which contain 30 days credit terms unless a separate contract has been agreed. To view our standard terms click <a href="#">here</a>. We may from time to time, undertake certain credit checks on your business by consulting a licensed credit reference agency for the purposes of establishing your creditworthiness, debt recovery or fraud prevention. This agency may record the search. You hereby give consent for us to carry out such searches. No further notification will be given to you or your company by us when we undertake such a search and we may do so at any time.</p> <p><b>By filling in and submitting the Customer Application form you have agreed to the declaration as it reads above.</b></p>			
Print Name (Authorised person at the Company)			
Date		Position held	

<b>Data Protection</b>			
<p>The University of Manchester will use the information which you supply for us to create a customer record in our Finance system. We may share your information with a third party to pursue outstanding debts. For further information on how your data is used, how we maintain the security of your information and your rights to access information we hold on you please contact the Records Management Office, Office of the Registrar and Secretary, Room G011 John Owens Building, University of Manchester, Oxford Road, Manchester. M13 9PL or e-mail <a href="mailto:foi@manchester.ac.uk">foi@manchester.ac.uk</a></p>			
<b>Notes for the completion of Customer Application Form (CAF)</b>			
<ul style="list-style-type: none"> <li>• Your VAT declaration should be on letter headed paper, simply stating you are not registered for VAT. This also applies to charities and schools. If you are a school which pays through your LEA, simply put LEA in the box.</li> <li>• The completed Customer Application Form should be returned to the UoM contact above.</li> <li>• For unincorporated entities we may require a letter of guarantee.</li> </ul>			
The University of Manchester	VAT GB849738956	D&B 734505642	Royal Charter Number RC000797

<b>Master Data Office Use Only</b>	
<b>Customer Classification</b>	