# Birmingham City University logo

# New Supplier Request Form – Schools and Academy Trust Only

# Alongside the completed form below suppliers are required to provide copies of the below documents for official authentication: Bank details provided on company letterheaded paper and confirmation of Insurance certificates/ documentation.

# Instruction

# Please note the organization structure that you operate to and ensure that the form is completed correctly.

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| Organisation Structure | Description | Instruction for completion |
| Independent | School / Academy that operates independently. Purchase orders and bank payments will be made directly to the placement school account. | Section 1Section 2Section 4Section 5Section 6Section 7 |
| Independent within a group | School / academy is part of a group structure, but all purchase orders and bank payments will be made directly to the placement school account. | Sections 1 to 7 |
| Group Structure | School / academy that is part of a group / trust where bank payments will be made directly to the centralised account. | Sections 1 to 7 and Appendix A if applicable. |

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| Section 1 – Please indicate organisational type: |
| Organisation Type | Independent [ ]  |  | Local Authority [ ]  | Multi Academy Trust[ ]  |

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|  **Section 2**  Where the placement is taking place. |
| Placement School / Academy Information |
| **School/ Academy Name:** |   |
| **School/ Academy Contact:** |  |
| **Academy Contact Email Address:(preferably Placement lead / Head Teacher)** |  |
| **School / Academy Postal Address:** |  | **Post Code:** |  |
| **School / Academy Telephone Number:** |  |
| **School / Academy Company Registration Number:** |  |
| **School / Academy VAT Number:**  |  |
| **School / Academy Unique Tax Reference:** |  |
| **Local Authority Name:** |  |
| **School / Academy Order email address** (email address for Purchase orders to be sent to) |  |
| **School / Academy Remittance email:**(email address for remittance to be sent to) |  |
| **Any additional schools within the group that are used by BCU for Placements should be added on Appendix A.** |

## Section 3 – Lead Organisation Information

## If you are part of a Group / Academy / Trust or Local Authority. Please provide the lead organization information below.

##  Academy Trust / Local Authority Information

|  |  |
| --- | --- |
| **Name:** |  |
| **Contact:** |  |
| **Email Address:** |  |
| **Postal Address:** |  |
| **Contact Telephone Number:** |  |
| **Registration Number:** |  |
| **Vat Number:** |  |
| **Unique Tax Reference:** |  |
| **Lead Organisation Order email address** (email address for Purchase orders to be sent to) |  |
| **Lead organisation Remittance email:**(email address for remittance to be sent to) |  |
| **Please note** – for Parent Organisations completing this form, please refer to **Appendix A** to list out all school/ academy information that appear within your group structure. This is so all group information is captured within one form.  |

## Section 4 – Payment Profile

## Are placement payments paid directly into your own bank account? Or are payments made to your academy trust or local authority?

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| **Financial Structure Information** |
| **Own School Bank Account** [ ]  | **Academy Trust** [ ]  | **Local Authority** [ ]  |

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| Section 5 – Payment DetailsPlease provide bank details of where placement payments are required to be paid.Bank Details for Payments  |
| **Bank Name:** |  |
| **Bank/ Branch Address:** |  |
| **Account Number:** |  |
| **Sort Code:** |  |
| **Building Society Roll/Ref No: (If applicable)** |  |
| **Payment Terms** (Please be aware that Birmingham City University standard payment terms are 30 days from invoice) |  |

## Section 6 – Supporting Documents

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| Insurance |
| **Insurance** (please provide an **UP TO DATE** copy of your insurance i.e. public liability or personal indemnity insurance an)  | Insurance certification provided with this new supplier request submission [ ]  |

## Bank Authentication

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| **Bank Details Confirmation:** (please provide your company details on School/ Academy letter headed paper) | Bank Details on appropriate letter headed paper provided with this new supplier request. submission [ ]  |

## Section 7 – Signed Declaration

## Declaration

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| **I declare that the information provided by me in this form to be true, correct and complete.**  |
| **Signature:** |  |
| **Date:** |  |