



## SUPPLIER ACCOUNTS WITH BICTON COLLEGE

- Goods or services **must not** be supplied unless an official Bicton College Purchase Order number is given to you when an order is placed. Our official order numbers have two letters followed by six numbers. (e.g. AA000011)
- Please quote the full order number on every invoice sent to us.
- All invoices and statements should be sent for attention of **Finance Services** at the address below, and not the individual who placed the order with you.

We regret that failure to comply with the above will lead to a delay in payment being made to you and could result in a payment being withheld.

We will endeavour to meet your payment terms, but please take into consideration that we make two payments runs each month, normally the middle and the end of the month. Our standard payment terms are 30 days from invoice date.

Our preferred method of payment is via BACS, which is paid directly into your bank account on the date stated on our remittance advice. If you would like to be paid by BACS, please supply your bank account details (Bank name, address, sort code, account number and account name) on your Company headed paper and send it to me at the address below. Please also supply the name and e-mail address of the person to whom remittances should be sent.

Many thanks for your co-operation.