

Information for suppliers

The Finance Office is responsible for paying bona fide purchase invoices and other payment documents from organisations, issued on completion of the provision of goods or services to the University. The goods or services will always have been the subject of a purchase order issued by a Budget Centre, who will be the recipient of the invoice.

Invoice guidelines

- **Particulars required on tax invoices (PDF - 14KB)** (</Documents/finance/tax-invoices.pdf>)
- **VAT codes (PDF - 17KB)** (</Documents/finance/vat-codes.pdf>)

All VAT registered companies should submit invoices with their VAT number Clearly quoted.

Contact us

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Office Opening Times

9.15 am - 4.45 pm Monday - Thursday
9.15 am - 4.15 pm Friday

How to find us

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