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| --- | --- |
| Is this a one off payment and does the supplier accept Purchasing Cards? | Yes, Use a purchase Card |
| What goods or services are required from the supplier? Please provide as much detail as possible | Click here to enter text. |
| Anticipated Annual Expenditure | £  |
| Which procurement procedure has been used? | Choose an item. |
| Expected saving by using this supplier | £  |
| Frequency of using Supplier | Choose an item. |
| Supplier Name | Click here to enter text. |
| Contact Name | Click here to enter text. |
| Supplier Address | Click here to enter text. |
| Sales – telephone Number | Click here to enter text. |
| Accounts – telephone number | Click here to enter text. |
| Orders – email address | Click here to enter text. |
| Remittance – email address | Click here to enter text. |
| Type of business\* | Choose an item. |
| Does any conflict of interest exist between University staff and the supplier? | Click here to enter text. |
| Requested by | Click here to enter text. |
| Department | Click here to enter text. |
| Date | Click here to enter a date. |

Please email the completed document to procurement@bangor.ac.uk, together with a copy of documentation with the supplier’s details such as Headed paper, screenshot of website or quotation. Alternatively, for payments such as expenses to individuals email fos999@bangor.ac.uk.

If the supplier accepts payment by purchasing card, a supplier account is not required.

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| From 6th April 2017, for certain types of limited Companies and partnerships (often called Personal Service Companies) and for sole traders as individuals or using a trading name, an employment status determination must be made by the University **before any work is undertaken.** Failure to undertake this step will render the University liable to fines and penalties. Only suppliers who have been setup on Agresso are to be used. Orders cannot be placed with those suppliers until this task has been completed. Failure to comply may be reported to your head of department as a breach of financial procedure. |

The following questions must be answered by the member of staff proposing to use the new supplier and where the supply is for services/labour. The questions are not applicable if the proposed new supplier supplies only goods.

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| Can the new supplier choose where they work? | Choose an item.  |
| Would the department accept the new supplier sending someone else to do this work instead? | Choose an item. |
| How will the new supplier be paid? | Choose an item. |
| If the department isn’t satisfied with the suppliers output, when would the supplier have to put it right? | Choose an item. |

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| --- | --- |
| Completed by | Click here to enter text. |
| Telephone Number | Click here to enter text. |
| Email address | Click here to enter text. |