 CUSTOMER INFORMATION FORM

Please provide contact details for a **central finance office** able to receive and process invoices on behalf of your organisation. Our preferred method of sending invoices is via email – hence the importance of providing both buyer/contact email address and Accounts Payable email address (and contact details). If your company issues purchase orders, please submit the corresponding PO with/instead of this form.

*Please note: Information on this form is used to set up your organisation as a customer on our finance database – this may lead to University of Bristol invoices being raised unrelated to this specific service so accuracy is important.*

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| **Organisation Billing Name \*** |  |

|  |  |
| --- | --- |
| **Your contact at University of Bristol \*** |  |

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| --- | --- | --- | --- |
| **Address (to appear on invoice) and contact details of your organisation’s Accounts Payable / Finance Office** | | **Address and contact details for the buyer in relation to this specific service** | |
| Full Address \* |  | Full Address |  |
| Country \* |  | Country |  |
| Post / Zip Code \* (if used) |  | Post / Zip Code |  |
| E-Mail Address (Accounts Payable) \* |  | E-Mail Address \* |  |
| Telephone Number (Accounts Payable) \* |  | Telephone Number \* |  |
| Contact Name |  | Contact Name & position in company \* |  |

|  |  |
| --- | --- |
| **This section is for UK and EU customers only** |  |
| Is your organisation VAT/Tax registered? (Yes/No) \* |  |
| VAT Reg/Sales Tax Number \* (only if registered) |  |
| Sales Tax Country \* |  |
| Company Registration No |  |

**Please attach a purchase order to this request to speed up the application process. The vast majority of relevant information can be obtained from the PO and attaching/submitting a PO may mean that you do not need to fill out this form.**

**Purchase Orders can be emailed direct to: sales-purchaseorders@bristol.ac.uk**