

Arts Students' Union Supplier Invoice Policy

Your Invoices - what they must include:

- a unique identification number. *For example, an Invoice Number.*
- your company name, address and contact information or your name and any business name being used
- our company name and address
University of the Arts London Students' Union, 272 High Holborn, London WC1V 7EY
- a clear description of what you are charging us for
- the date the goods or service were provided – the supply date
- the date of the invoice
- the amount(s) being charged
- the total amount owed
- VAT amount and VAT number, if you are VAT registered
- if you are a Sole Trader or Partnership, a tax declaration – see below
- if you are a Limited Company, your company registration number – see below

If an invoice is received without this information, your invoice will not be processed for payment.

Sole Trader or Partnership Invoices

If your business is not a limited company and you are registered self-employed, please include this statement on **all** your invoices: -

I am registered as self-employed either in the UK with HM Revenue & Customs (HMRC), or in the country where I reside, and as such am responsible for paying my own tax and national insurance contributions.

An invoice for goods or services, or a contract for services, can also contain your UTR (Unique Tax Reference number) from HMRC. The UTR only applies to those registered as self-employed in the UK.

Limited company invoices

If your business is a limited company, you must include the full company name as it appears on the certificate of incorporation and the company registration number.

If you decide to put names of your directors on your invoices, you must include the names of all directors.

PLEASE NOTE: -

If you are unable to confirm you are registered as Self-Employed or as a Limited Company information, Arts SU reserves the right to withhold payment until the required information is received.

Payment Terms

Invoices will be paid within 28 days from the date they are received by the Finance Department.

New Supplier Form

In order to set up a supplier account for you please copy the link below into your browser to complete our New Supplier Form to help validate your details.

<https://forms.office.com/e/e9kug4KVC6>

If you have any queries or concerns regarding this policy, please contact the Finance team (finance@su.arts.ac.uk) directly and a member of the team will help assist you.

Regards,

Natasha Etti
Deputy CEO (Operations and Services)