**Purchasing procedure at University of Cambridge, Faculty of Divinity**

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1. Modern Slavery Act statement signed (see the form below)
2. Quotation addressed to:
**University of Cambridge, Faculty of Divinity, West Road, Cambridge, CB3 9BS**

On headed paper with the supplier’s details:

* Registered name,
* Address,
* Number,
* Charity number,
* VAT registration number,
* Contact details (www, email, phone number),
* Service/goods description,
* Price,
* VAT rate
1. Signed service agreement
2. Invoice

[Schedule 1 - Competition Procedures](https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-regulations/schedules/schedule-1-competition-procedures)

If the contract’s total value equals or exceeds £5,000, obtain three quotations from various potential suppliers. If this is not possible, explain the circumstances in a *dispensation from normal competition requirements* using an online [form](https://www.procurement.admin.cam.ac.uk/information/dispensation), and when granted, forward the notification to the finance team.

<https://www.procurement.admin.cam.ac.uk/information/dispensation>



or download from [website](https://www.finance.admin.cam.ac.uk/files/modern_slavery_compliance_statement.pdf).

|  |  |
| --- | --- |
|  | Include the supplier’s bank details, full name, full address, contact details (email) and service details. Indicate any extra costs (travel/material) and then they can be included on the invoice together with the fee. |

Or download from the Procurement [website](https://www.procurement.admin.cam.ac.uk/file/modelletterservicesnonemp3000shortengagev320082020doc).

To obtain **Tax Clearance Number** for a **service** provider, fill the form:

<https://www.finance.admin.cam.ac.uk/fd3-employment-status-form>

**Obligatory elements to include on invoices from suppliers:**

* Addressed to:
University of Cambridge, Faculty of Divinity, West Road, Cambridge, CB3 9BS
* Supplier’s registered name
* Supplier’s registered number
* Supplier’s full address
* Supplier’s VAT registration number
* Supplier’s bank details
* Invoice unique number
* Invoice date
* Purchase Order number (issued by Faculty of Music, to issue a PO firstly the supplier must be set up)
* Description of the service/goods provided
* Net cost
* Number of items/services
* Total net amount
* VAT rate
* VAT amount for each rate
* Gross amount

Simple invoice template (or see below): 

**VAT**

**CU’s VAT registration number is GB 823 8476 09.**

[Purchasing **goods** from outside the EC](https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-9-vat-and-other-taxes/purchasing-goods-outside-ec) - When buying goods from countries outside the EC VAT will not be charged by the supplier. However, both VAT and duty will be applied when the item comes through Customs at the port of entry, if applicable, and is usually charged via your import agent.

[Purchasing **services** from outside the UK](https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-9-vat-and-other-taxes/purchasing-services-outside) - The overseas supplier should not charge VAT on its invoice. This is not as beneficial as it might seem because the University is required by law to charge itself VAT at the UK standard rate of 20% (if the services would have been subject to standard rate VAT if purchased in the UK).  This puts the University in the same position as if we had received the supply from a UK supplier rather than from one outside the UK.

Provide the University's VAT number (GB 823 8476 09) to demonstrate you are a business customer or the supplier may charge you VAT at the rate applicable in their country.

**Invoice template**

*Supplier’s full name*

*Supplier’s address*

*Email*

*Phone*

University of Cambridge

**Faculty of Divinity**

West Road, Cambridge, CB3 9BS

PO number:

Invoice date: YYYY-MM-DD

Invoice number: 1

Service: [service description plus any extra costs – as per contract]

Net Price: GBP

VAT rate:

Total to pay: GBP

Bank details:

IBAN:

BIC:

BANK

Sort code & bank account number:

Bank account name: