Placing Orders with Suppliers

New Suppliers

Is this a new supplier; and are they providing a service?

- If this is the first time your club or society has used a supplier please ask them to complete a New Supplier Form.
- If they are providing a service rather than goods (for example, an instructor, a coach, a training provider) they must complete a Contract for Service (find out more information from our Instructor Guidance)
- New Supplier Forms and Contracts for Services need to be signed off by The Union MMU before you can place an order.

Get a Quote

Is there enough money in your club or society account?

- Obtain a quote from your supplier and ensure that it, if applicable, it is inclusive of VAT.
- A staff member in The Union can check your account balance for you. There must be enough funds in your account before placing orders as your account cannot go overdrawn.

Purchase Order

Complete a PO (Purchase Order).

- A Purchase Order is a document sent to the supplier as our intent to make a purchase. When accepted by the seller they become legally binding.
- Detail is vital, so POs should contain all of the key information (eg class sizes and session dates, or colours, quantities, and delivery deadlines).
- Your PO needs to be signed off by two committee signatories and by a manager in The Union before your order can be officially placed.

Supplier Invoice

Submit the supplier's invoice to The Union for payment.

- Check your goods/services received promptly against the supplier's invoice and your PO; and report any errors to the supplier (and us) so they can be rectified.
- Make sure your supplier addresses their invoice to The Union MMU and not to you (our address is on the PO) and it will be paid in due course by the Finance Office.

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