



Purchasing Terms and Conditions

The Manor Trust - Purchasing Terms and Conditions

Thank you for being a valued supplier of The Manor Trust (also trading as Norbury High School for Girls and/or Kensington Avenue Primary School).

The Trust approaches all purchasing with the aim of realising the best value for money. This statement outlines the general expectations around how we work with suppliers and the legislation and regulations the Trust must follow when buying goods, services and works.

Orders

The Trust requires a purchase order to be placed in advance for all goods, works and services. The purchase order number should be secured at the time the request for service/supply is placed. As a supplier, you should not accept an order for any goods, works or services without an official purchase order. All purchase orders are issued electronically via email from the Finance Department.

Invoices

All invoices must quote a valid purchase order number, the supplier's full business name, address and full details of what has been supplied. Without a purchase order number the invoice cannot be processed. Preferably, invoices are to be sent electronically to the email address shown on the order form and paper invoices should be addressed for the attention of Accounts Payable, Finance Department of the named school.

Payment terms

As a public sector organisation, the Trust operates a 30-day payment term from the date the invoice is received by the accounts office of the school/college and accepted as valid and undisputed. Any other payment terms must be discussed and agreed by the Finance Director of the Trust. Payment runs are carried out fortnightly with remittance advice sent to the email address stated on the invoice.

New suppliers

As part of our due diligence process and to prevent fraud all new suppliers will undergo checks with banking agencies, HRMC and Companies House, further information will be requested from yourselves before setting up new suppliers.

Engaging off-payroll workers and individuals

The Trust is responsible for making sure that individuals working with us through their own limited company (known as a personal service company or PSC) pay the right amount of tax and NI therefore an employment status check will be undertaken to determine the status of a worker.

If you have any questions that are not answered on this page, please email finance@themanortrust.org.uk.