# New Supplier Request Form

# Appendix A – Additional Student Placement Information

# For organisations that operate under a centralised payment system and offer multiple student placement sites to BCU students. Please use this appendix to list additional schools/ trusts that form the group so all information can be captured in one form. This will help BCU link the schools in our ERP system and ensure payment goes to the correct centralised bank account.

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| **School / Academy Name:** |  | | | | | |
| **School/ Academy Contact:** |  | | | | | |
| **Supplier Status** | **School** |  | **Academy** |  | **Trust** |  |
| **Supplier Postal Address:** |  | | | | | |
| **School / Academy Company Registration Number:** |  | | | | | |
| **School / Academy VAT Number** |  | | | | | |
| **School / Academy Unique Tax Reference:** |  | | | | | |
| **Phone Number:** |  | | | | | |
| **Email address:** |  | | | | | |
| **School Reference Number for payments:** (if applicable) |  | | | | | |
| **Order site email address** (email address for Purchase orders to be sent to – if |  | | | | | |
| **Remittance site email:**(email address for remittance to be sent to) |  | | | | | |

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| **School/ Academy Contact:** |  | | | | | |
| **Supplier Status** | **School** |  | **Academy** |  | **Trust** |  |
| **Supplier Postal Address:** |  | | | | | |
| **School / Academy Company Registration Number:** |  | | | | | |
| **School / Academy VAT Number** |  | | | | | |
| **School / Academy Unique Tax Reference:** |  | | | | | |
| **Phone Number:** |  | | | | | |
| **Email address:** |  | | | | | |
| **School Reference Number for payments:** (if applicable) |  | | | | | |
| **Order site email address** (email address for Purchase orders to be sent to – if |  | | | | | |
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| **Supplier Status** | **School** |  | **Academy** |  | **Trust** |  |
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| **School / Academy Company Registration Number:** |  | | | | | |
| **School / Academy VAT Number** |  | | | | | |
| **School / Academy Unique Tax Reference:** |  | | | | | |
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| **Email address:** |  | | | | | |
| **School Reference Number for payments:** (if applicable) |  | | | | | |
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| **School / Academy Company Registration Number:** |  | | | | | |
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| **Remittance site email:**(email address for remittance to be sent to) |  | | | | | |

\*Please copy and paste more contact boxes – if required.