Procedure: Vendors

Purpose
To ensure accurate vendor records.

Procedure

Purchasing
1. Staff undertaking procurement activities have a responsibility to confirm vendor details and to ensure the purchase complies with University Purchasing Policy.

Payment Terms
2. The default payment terms for the University are 21 days from the invoice date. A request to change the payment terms from the default must be accompanied by a valid reason and will be considered by Senior Manager, Financial Operations on a case by case basis.

Bank Account Details
3. If the bank account details cannot be verified against independent documentation the default payment option for the vendor will be set to cheque.

Vendor Address
4. In accordance with ATO requirements, ANU requires full address details for all vendors. No new vendors will be created with ANU as the address unless they are a commercial entity on campus, have a personal post box at the LPO (Local Post Office) or live in a Hall of Residence.

Payments to Employees, Students and Persons of Interest
5. Vendor records for Employees, Students and Persons of Interest shall be established using the Get Employee/student function.
6. Bank details for employees and students should be updated on the respective (HR/Student) system.
7. Persons of Interest will default to a payment method of cheque. A separate request (including independent documentation) to add the bank account details should be emailed to vendor.maintenance@anu.edu.au

Further guidance:

8. Detailed guidance in relation to vendors is available on the Finance and Business Services Website.