

# 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](mailto:vendor.maintenance@anu.edu.au)

**Further guidance:**

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

## Document information

Title	Vendors
Document Type	Procedure
Document Number	ANUP_000651
Version	2
Purpose	To ensure accurate vendor records.
Audience	Staff
Category	Administrative
Topic	Finance
Subtopic	Chart of Accounts
Effective Date	3 Mar 2011
Review Date	1 Jan 2014
Responsible Officer	Chief Financial Officer (director.finance@anu.edu.au)
Approved By	Chief Operating Officer (COO@anu.edu.au)
Contact Area	Finance and Business Services (fbs-centralsupport@anu.edu.au)
Authority	
Printed On	1 Mar 2021

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