

# Approved Supplier Request



To enable us to place orders with your company, please complete this form electronically.

We operate as two separate companies; The Institution of Occupational Safety & Health (IOSH) which is a registered charity and as IOSH Services Limited.

We require two separate billing accounts to be set up in order to distinguish any orders we may place with you.

If any of your information changes, please notify us of the changes in writing to [purchases@iosh.com](mailto:purchases@iosh.com)

Company Name	<input type="text"/>		
VAT No	<input type="text"/>	Company No	<input type="text"/>
		Not VAT Registered	<input type="text"/>

## Registered Address

Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>		
Country	<input type="text"/>		
Postcode	<input type="text"/>		
Telephone	<input type="text"/>		
Email for Remittances	<input type="text"/>		
Your Contact at IOSH	<input type="text"/>		

## Payment Details

**We pay by BACS - Please provide your bank details on your company letterhead. We may contact you separately to confirm your details.**

*Remember to notify us in writing of any changes to your details.*

**Our standard payment terms are 30 days from receipt of invoice.**

## Invoicing

When we place an official order with you a purchase order number is provided. The order will either come from IOSH or IOSH Services Limited

Billing addresses for our two companies are:

IOSH  
Accounts Payable  
The Grange  
Highfield Drive  
Wigston  
Leicester  
Leicestershire  
LE18 1NN  
United Kingdom

IOSH Services Limited  
Accounts Payable  
The Grange  
Highfield Drive  
Wigston  
Leicester  
Leicestershire  
LE18 1NN  
United Kingdom

Orders from IOSH will begin RC/

Orders from IOSH Services will begin LT/

Invoices must quote our purchase order number and should be sent to: [purchases@iosh.com](mailto:purchases@iosh.com)

We cannot process invoices that do not show a valid purchase order number, or that is addressed to the incorrect company. These will be returned to you for re-issue.

Thank you.

## IOSH's Purchase Ledger Work Flow



Once your account has been set up:

Originator at IOSH/IOSH Services Limited requests quote from supplier.



Purchase order is raised from quote and forwarded to supplier.



Once work completed satisfactorily, Originator marks the purchase order as received/delivered to allow payment to be processed.



Supplier raises and sends invoice **quoting our purchase order number as stated above.**



Purchase ledger department processes invoice and payment within agreed terms.



Remittance sent to email address provided and BACS payment follows within 5 working days.

Once completed, this form must be signed and scanned back to your contact at IOSH along with your bank detail

By signing this form, you understand and agree the terms above.

Name

Position

Signed

Date

If you have any queries, please email us: [purchases@iosh.com](mailto:purchases@iosh.com) or call: 0116 257 3100 and ask for the Payments Team.