Credit Application Information

The University is a Civil Corporation established under common law which was formally incorporated by the Act for the Incorporation of Both Universities (Oxford & Cambridge) 1571 under the name of 'The Chancellor, Master and Scholars of the University of Oxford'.

The University also enjoys charitable status as one of the exempt charities listed in Schedule 2 to the [Charities Act 1993](http://www.hmso.gov.uk/acts/acts1993/Ukpga_19930010_en_1.htm) (http://www.hmso.gov.uk/acts/acts1993/Ukpga\_19930010\_en\_1.htm)

("exempt" means that it does not have to register with the [Charity Commission](http://www.charity-commission.gov.uk/)) <http://www.charity-commission.gov.uk/>

The University is therfore a Civil Corporation & Exempt Charity and as such **does not have a company registration number.**

The University has been in existence at Oxford in some form since 1096 so in business for 923 years

The departments of the University are empowered to place orders for and on behalf of the Chancellor, Masters and Scholars of the University of Oxford, but all payments must be made by the Finance Division.

We trade as “University of Oxford” and our registered office is University Offices, Wellington Square, Oxford OX1 2JD.

However, it is normal for the ‘University of Oxford’ to have different Departments set up as sub-accounts in their own name for delivery etc.

Any payment statements or payment enquiries should be sent to ‘Payments Team, University of Oxford, 23-38 Hythe Bridge Street, Oxford, OX1 2ET. Tel: 01865 616039 Fax: 01865 616017 Email: payments@admin.ox.ac.uk

We do not accept supplier’s Terms & Conditions but ask them to accept the University’s Standard Terms & Conditions of Purchase which can be viewed and printed from: <https://finance.admin.ox.ac.uk/files/h09standardconditionsofpurchasepdf> and all contracts for the supply of services must be in the form of the University’s standard contract for services, unless (in either case) other forms are negotiated through the University Purchasing Department.

If a supplier is not prepared to accept any provision of the relevant standard or standards, the supplier must include a reasoned statement of the supplier’s objection, by reference to the relevant clause or clauses of the standard.

Please note that the University standard payment terms are currently ‘within thirty (30) days of receipt of a correct tax invoice detailing the Goods and/or the Services and the applicable rate of VAT payable, to a bank account nominated in writing by the Supplier.’

Our Bank Details are as follows

Barclays Bank Plc, City Office, PO Box 333, Cornmarket Street, Oxford OX1 3HS

Tel: 01865 442 000

Account No. 50051675

Sort Code 20-65-46.

VAT Reg No: GB 125506730

Trade References

The following firms have agreed to provide trade references:

|  |  |
| --- | --- |
| Blackwell UK Ltd  Unipart House  Garsington Road  Cowley  Oxford  OX4 2PG  Tel: 01865 333690  Fax: 01865 791438 | Thermo Fisher Scientific  Bishop Meadow Road  Loughborough  Leicestershire  LE11 5RG  Tel: 01509 231166  Fax: 01509 555111 |
|  |  |
| Sigma Aldrich Company Ltd  Fancy Road  Poole  Dorset  BH12 4QH  Tel: 01202 712300  Fax: 01202 767099 | Scientific Laboratory Supplies Ltd  Wilford Industrial Estate  Ruddington Lane  Wilford  Nottingham  Nottinghamshire  NG11 7EP  Tel: 0115 9821111  Email: ccann@Scientific-labs.com |