

UNITE PAYMENT TERMS & CONDITIONS ('THE PAYMENT TERMS')

The Supplier agrees that payment for any Goods and/or Services by the Buyer (as defined in the Terms and Conditions which follow) is conditional on the following:

1. All invoices must:
 - 1.1 be received by the Buyer in GBP;
 - 1.2 include a purchase order number (taking the form of 6 numerical digits 'XXXXXX' and obtained from an official Buyer purchase order) relating to the relevant Goods and/or Services being invoiced for
 - 1.3 not (whether alone or in aggregate with previous invoice(s) relating to the same Goods and/or Services) exhaust the total amount of the relevant official Buyer purchase order;
 - 1.4 include a clear description of the Goods and/or Services to which the invoice relates and such information as reasonably required by the Buyer in order to verify the accuracy of the invoice;
 - 1.5 be a valid VAT invoice dated within 45 days of being received;
 - 1.6 be received by the Buyer within 45 days of completion of services to the satisfaction of the Buyer or delivery of the Goods, including delivery of any replacement goods (as appropriate);
 - 1.7 be received electronically to the relevant Buyer accounts email address as notified to the Supplier from time to time (currently: apinvoices@unitestudents.com) unless otherwise agreed beforehand.
2. All payments will be made in GBP.
3. Verbal orders to proceed with the supply of Goods and/or Services from the Buyer's personnel must not be accepted by the Supplier unless and until it has been provided with an official Buyer purchase order.
4. Undisputed invoices which meet the requirements set out above will be settled within 45 days from date of invoice unless changes to these payment terms are agreed prior to commencement of work or the supply of Goods and/or Services and confirmation is obtained, in writing, from and added into the bottom of this document and signed by the Buyer.
5. On request from the Buyer, the Supplier shall provide the Buyer with a monthly statement of account, showing all open invoice / credit transactions.