

4th February 2019

Dear Supplier,

CHANGE OF DETAILS

Over the past two years Tower Hamlets, Hackney, Redbridge and Epping Forest Colleges have merged to form New City College. As part of the merger process we have combined and moved the Finance team to a single site and have implemented a new accounting system.

Please update your records to ensure invoices are raised to New City College, at the following address:

New City College
Finance Department
New City College
Falkirk Street
London N1 6HQ

All invoices must be sent to finance.invoices@nccLondon.ac.uk

Our new telephone number is 020 7613 9000.

IMPORTANT INFORMATION

Following the merger, New City College is moving to a 'No PO, No Pay' policy which means that without a valid Purchase Order issued by the College, payment of supplier invoices will not be made.

All suppliers of goods and / or services should only accept a verbal or written order when a Purchase Order number is provided by a member of staff from the College. Purchase Order numbers should be provided before the goods and / or services are received.

If the goods and / or services have already been provided to the College, and you have not received a Purchase Order you must contact the member of staff who gave the original instruction to supply the goods / services and ask them to provide a valid Purchase Order number.

Once a supplier has received their Purchase Order, they will be able to quote the number on their invoice, and submit this to the College for payment. All invoices must quote an official

**TOWER HAMLETS CAMPUS
POPLAR**
Poplar High Street
London E14 0AF
020 7510 7510

**TOWER HAMLETS CAMPUS
ARBOUR SQUARE**
Arbour Square
London E1 0PT
020 7510 7510

HACKNEY CAMPUS
Falkirk Street
London N1 6HQ
020 7613 9000

**REDBRIDGE CAMPUS
CHADWELL HEATH**
Chadwell Heath Lane
Chadwell Heath, London RM4 4XT
020 8548 7402

**REDBRIDGE CAMPUS
ILFORD**
Pilemalling House
25 Balfour Road, Ward IG1 4HP
020 8506 6311

EPHING FOREST CAMPUS
Bordon Lane
Loughton, Essex IG10 3SA
020 8477 0200

TOWER HAMLETS & HACKNEY PRINCIPAL
Alison Arnold

REDBRIDGE & EPHING FOREST PRINCIPAL
Janet Smith

College Purchase Order number. Any invoices which are received without a valid Purchase Order will be returned to the supplier with a request to reissue quoting the Purchase Order number.

All invoices must be sent to finance.invoices@nccLondon.ac.uk.

If you have any questions regarding either of the above issues, please contact us on 020 7613 9000.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J Stroud', written over a horizontal line.

Jamie Stroud
Group Director of Finance
New City College Group

E jamie.stroud@nccLondon.ac.uk
T 0207 613 9374