



## **RFU AND HARROD UK GOALPOST OFFER – ORDERING PROCESS**

The RFU can now offer excellent value on the purchase of Rugby Posts from Harrod UK.

This is achieved by effectively making the RFU a retailer in the supply chain. This means that the RFU purchases the goalposts direct from the manufacturer, Harrod UK, and then sells the posts to the customer (ie the club).

### **THE PROCESS**

1. The club identifies the posts required by using the RFU Harrod UK Price List available via England Rugby Deals or direct from their AFM.
2. The club or purchaser confirm their order in writing using the attached form including confirmation they will pay the full amount on receipt of an invoice from the RFU. This is emailed to [tedmitchell@rfu.com](mailto:tedmitchell@rfu.com) and [alicephilpot@rfu.com](mailto:alicephilpot@rfu.com).
3. The RFU orders the posts with Harrod UK.
4. The RFU issues an invoice to the purchaser for the total cost of the posts.
5. Harrod UK manufacture and deliver the posts to the club.
6. The purchaser settles the invoice with the RFU within 30 days.

### **FAQS ON PURCHASING PROCESS**

*Q What if we are not paying for the posts?*

*A* The organisation that is paying for the posts must make the order and provide an invoice address. The posts can be delivered to a different address.

*Q What if several organisations are paying for the posts?*

*A* The RFU can't issue multiple invoices for the posts. If several organisations are paying for the posts, the invoice will be issued to the club and it is the club's responsibility to make the payment and claim the funding back themselves.

*Q What if we have secured an RFF grant for the posts?*

*A* For auditing purposes, the RFU can't invoice the RFF. Therefore, the order must be placed by the club and the club will then be invoiced for the full amount by the RFU. The club can then use this invoice as evidence of expenditure to draw down the RFF grant. The two transactions are completely separate.

*Q Why can't we just order the posts at the discounted cost?*

*A* Harrod UK are unable to provide the discounted price direct to a club; it is only available via the RFU as a 'supplier'.



## RFU AND HARROD UK GOALPOST OFFER - ORDER FORM

Purchasing organisation			
Contact name			
Telephone		Email	
Invoice address			
Delivery address and contact details (if different from above)			
Product code		Price ex VAT	
Product description			

Please email this form to [tedmitchell@rfu.com](mailto:tedmitchell@rfu.com) and [alicephilpot@rfu.com](mailto:alicephilpot@rfu.com).

By submitting this form, the purchaser confirms they will pay the RFU for the full cost of the posts within 30 days of receipt of the invoice.