

Request for New Supplier

This form is to be completed if you require a new supplier to be added to Oracle. It must be signed by an authorised signatory from your Faculty or Service. *A letterhead or official stationery from the company must be attached to this form* (stating all the information requested).

The University only makes payment through BACS or Visa Credit Card. If a supplier company is unable to accept BACS or Visa Credit Card payments then we are unable to accept them as suppliers.

Supplier's Company Name:		Name of Supplier's Bank (<i>e.g. NatWest</i>)									
Address:		Address:									
Post-code:	Self Employed? Yes / No	Post-code:									
Contact Name:		Name of their Bank Account: (<i>e.g. Mr R G Smith</i>)									
Telephone Number:		Sort-code: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td></tr></table>									
Fax Number:		Account Number: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td></tr></table>									
E-mail address: (Note: BACS remittances will be emailed where possible)											
VAT Number:		Co. letterhead attached? Y / N									

Brief description of Goods/Services Required	
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Reason for using new supplier and not one from the current supplier list	
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Requested By (authorised signatory):	
Date Requested:	
Faculty/Service:	
Your tel no and email address:	

Approved by Purchasing Officer & Date:	
Approved by Financial Services & Date:	

<u>For use by Financial Services Only</u>	
Supplier Number:	Entered by & Date.....