

SUPPLIER SET/AMENDMENT FORM

This form is to be used when requesting or amending a supplier number. If requesting a new supplier number, all sections must be completed when request is submitted to Finance, otherwise form will be returned. If amending a Supplier's Details, please only fill in the details to be changed.

Please Note that forms will be returned by finance unless all Mandatory fields are completed.

PLEASE E-MAIL SUPPLIER SET UP FORMS TO GRAINNE CAMPBELL

PART A - PLEASE ENTER YOUR INFORMATION INTO THE PROVIDED TEXT BOXES

SET UP / AMENDMENT

SET UP

Supplier ID *[Finance only, if new]*

Supplier Name *[Mandatory]*

ADDRESS

Contact Person *[If available]*

Address *[Mandatory]*

Telephone *[Mandatory]*

Fax *[If available]*

E-Mail *[If available]*

BANK ACCOUNT DETAILS STAFF ONLY

Please note that bank details must be submitted on bank statement header showing account holder, name, address BIC & IBAN and must be dated within last 3 months, please also ensure to provide email address for remittances. **SEE EXAMPLE ON NEXT PAGE.**

INVOICE

Company Reg. No. *[Mandatory]*

VAT Reg. No. *[If not registered PPS must be given]*

Payment Terms [Other than 30 days]

Currency [Other than €]

SUPPLIER GROUP

TAX CATEGORY

Construction/Subcontractors - Complete Part B

Construction Tax - Complete Part B

If Other Supplier:
Please explain in detail the nature of the supplier


Requested by:

Section:

Date:

I confirm that supplier is not Contract Supplier

BANK STATEMENT EXAMPLE

 <p>Ulster Bank</p> <p>Branch details Letterkenny Branch 1 Lower Main Street Letterkenny Co Donegal</p>	<p>Corporate Current Account</p> <div style="border: 1px solid black; border-radius: 10px; padding: 2px; display: inline-block; font-size: 8px;">Date of Statement must be within last 3 months</div>
	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; background-color: #f0f0f0; display: inline-block;"> <p>Summary 12 Sep 2014 to 15 Sep 2014 Sheets 355 to 449</p> </div>
	<p>Previous balance</p> <hr/> <p>Withdrawn</p> <p>Paid in</p> <hr/> <p>New balance</p> <hr/>
<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; font-size: 8px;">Name & Address</div> <p>FINANCE DEPARTMENT DONEGAL COUNTY COUNCIL LIFFORD CO DONEGAL</p>	<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; font-size: 8px;">Balance details removed</div>
<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; font-size: 8px;">Most statements still provide A/c & Sort Code</div> <p>For Bank use</p>	<p>If you have changed your address or telephone number, please let us know</p>
<p>Account Number XXXXXXXXXX Branch sort code XXXXXX Ulster Bank Ireland Limited</p>	<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; font-size: 8px;">BIC & IBAN details</div> <p>DONEGAL COUNTY COUNCIL BIC ULSB XXXXXX REFUND OF FEES IBAN IE48 ULSB XXXXXXXXXX SUPPLEMENTARY DEBIT A/C (PAY ORDER)</p>