



FINANCE DIVISION - SUPPLIER SET UP FORM

SUPPLIER DETAILS:	
Supplier Name	
Supplier Address	
Postcode	
Tel No	
SUPPLIER STATUS:	
Company Registration No	
VAT registration No	
Email and Web address	
Quotations/Selection Criteria:	
Selection Criteria for Supplier (if Quote not Applicable)	
Value of quote 1 (i.e. from supplier chosen)	
Value of quote 2 & name of supplier	
Value of quote 3 & name of supplier	
GENERAL DETAILS:	
Nature of goods/services to be supplied	
Is this likely to be a one off payment?	
Approximate Monthly Value of Credit Required?	
Do you know the supplier in any capacity likely to cause a conflict of interest? (Please state any)	
Supplier payment terms	
Bank Name	
Sort Code and Account Number	
Budget Holder: Print name & sign Date: (Sig not needed if returned by e-mail)	
FINANCE DIVISION USE:	
Vendor number:	Email
Risk Disk Check	
Authorised by:	