

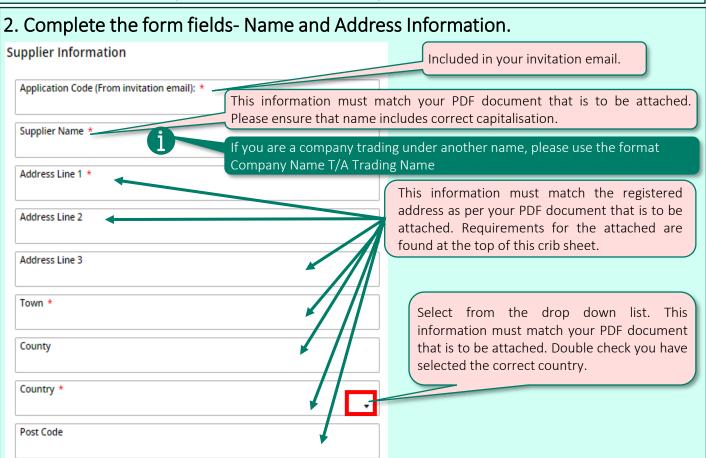
## New Supplier Form

#### Key information you will need before you start:

- Application Code- you would have received this in the email from the University of Exeter.
- Company Information- examples include Company Status, VAT Registration Number, Charity Number, Company Registration Number.
- Bank Detail Confirmation Letter- The information on this document **must** match what you have entered into the New Supplier form. Information that needs to be included is:
  - Letterheaded PDF document.
  - Registered Business Address- if business is not registered main contact address. For example address registered with Companies House
  - Signed by Director, CFO or Owner.
  - Name of who signed the form.
  - Bank Details
  - Contact Information
  - VAT Number (if applicable)
  - Company Number (if applicable)

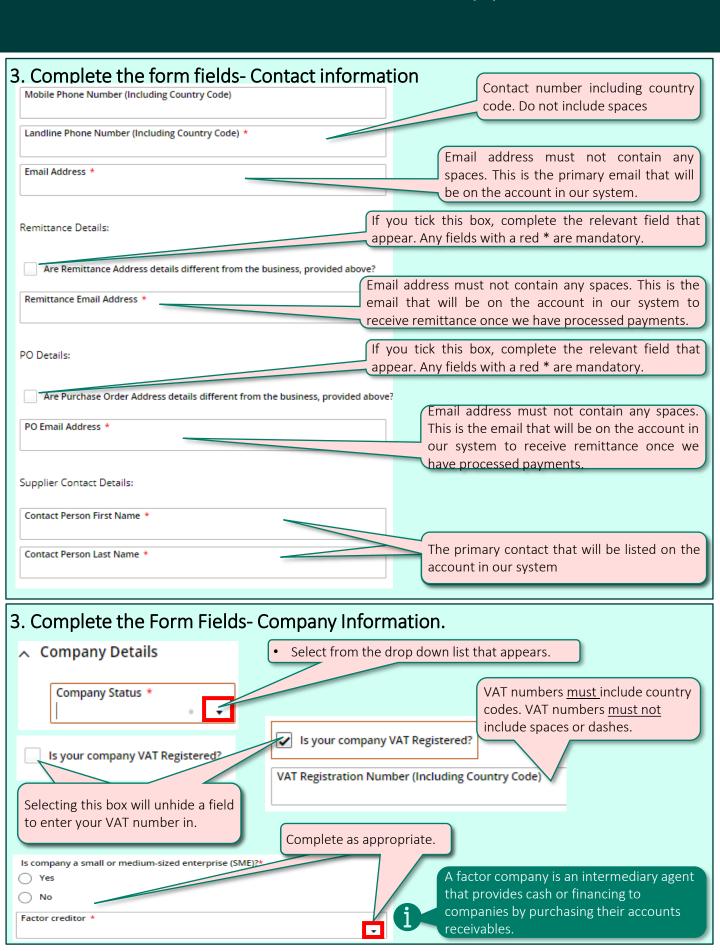
#### 1. Open the Form.

Select the link in the email you received from the University of Exeter.



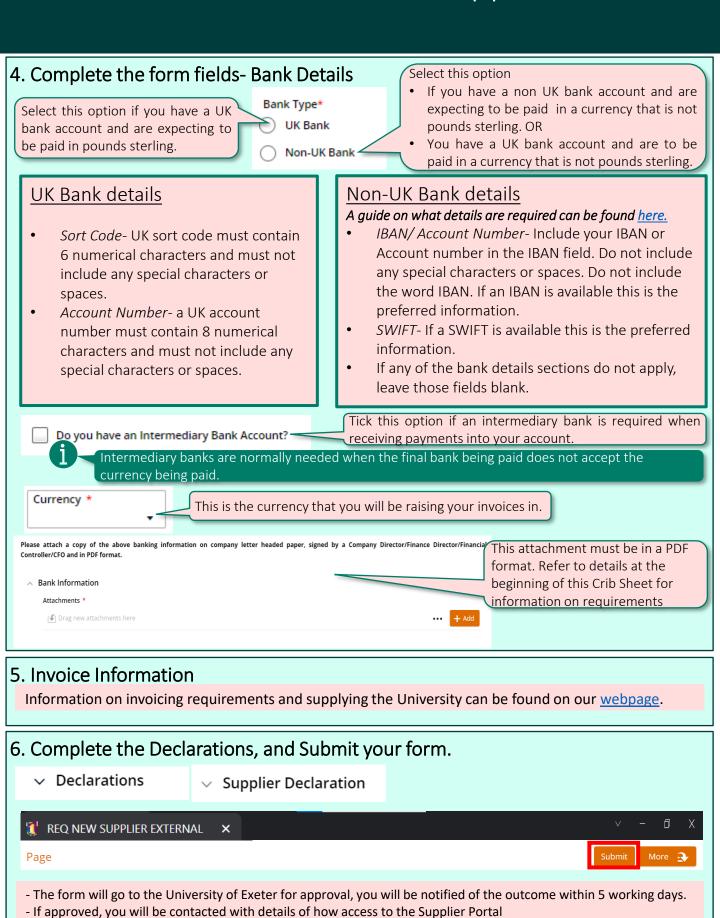


# New Supplier Form





### New Supplier Form



- For help or further information about this form, please contact procurement-operations@exeter.ac.uk