External Supplier Information Request Form

The University would like to set your business up as a new supplier on its Financial Systems. Therefore, please could we ask that you complete all fields in the table below, giving as much information as possible. Failure to give the necessary information may delay the setting up of your account, and henceforth, the order with your business.

**Section A – to be completed by Supplier**

|  |  |
| --- | --- |
| **Supplier Name** |  |
| **Registered business name** (If different) |  |
| **VAT number** |  |
| **Business structure** | [ ]  Sole Trader [ ]  Self Employed [ ]  Limited Company[ ]  LLP (Limited Liability Partnership)[ ]  LP (Limited Partnership)[ ]  Other Partnership[ ]  Other  |
| **Is your company classed as an SME as defined by the** [**EU’s definition**](http://www.exeter.ac.uk/finance/procurement/supplyingtheuniversity/) **[EU recommendation 2003/361]?**  | [ ]  Yes[ ]  No |
| **Supplier contact name** |  |
| **Supplier email address – orders** |  |
| **Supplier email address – remittances** |  |
| **Supplier telephone number** |  |
| **Supplier fax number** |  |
| **Invoicing address:** |  |
| Street address |  |
| Address line 2 |  |
| City |  |
| State/Province/Region |  |
| Postal/zip code |  |
| Country |  |
| **Order address (if different from above):** |  |
| Street address |  |
| Address line 2 |  |
| City |  |
| State/Province/Region |  |
| Postal/zip code |  |
| Country |  |
| **Payment method (BACS preferred):** | The University's standard payment terms are 30 days |
| Payee Name |  |
| SWIFT / BIC Number |  |  |  |  |  |  |  |  |
| IBAN Number |  |
| Sort Code/ABA No./Routing No./BSB No. |  |
| Account Number |  |
| Bank Name |  |
| Bank Address |  |

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by College / Service upon return from supplier**

|  |  |
| --- | --- |
| **Please provide a full description of goods/services that are required** |  |
| **Total predicted spend with supplier over 12 months** |  |
| **Method of Supplier Selection** | [ ]  Spot purchase (Total orders less than £1000)[ ]  3 verbal quotations (Total orders £1000 - £5000)[ ]  3 written quotations (Total orders £5000 - £25000)[ ]  University Tender (please provide details below)[ ]  OJEU Tender (please provide details below)[ ]  [Single Source](http://www.exeter.ac.uk/finance/procurement/buying/forms/) (please complete authority form)[ ]  External Framework (please provide details below) |
| **Already invoiced?** | [ ]  No[ ]  Yes (If Yes, please provide an explanation as to why an PO was not raised prior to the goods/services being ordered) |
| **Conflict of Interest?****Do you have any direct, or indirect, professional and, or personal relationship with the supplier?** | [ ]  No[ ]  Yes (If Yes, please identify the individuals by name, nature of the relationship? |

Submitted by: \_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_