

Example of a New Supplier External Form

Online T1 form sent by Procurement Operations, to be completed by potential new supplier

^ Supplier Information

Application Code (From invitation email): <i>Pre-filled by T1</i>
Supplier Name
Address Line 1
Address Line 2
Address Line 3
Town
County
Country
Post Code
Mobile Phone Number (Including Country Code)
Landline Phone Number (Including Country Code)
Email Address

Remittance Details:

Are Remittance Address details different from the business, provided above?

Remittance Address Line 1

Remittance Address Line 2

Remittance Address Line 3

Remittance Town

Remittance County

Remittance Country

Remittance Post Code

Remittance Mobile Phone Number (Including Country Code)

Remittance Landline Phone Number (Including Country Code)

Remittance Email Address

PO Details:

 Are Purchase Order Address details different from the business, provided above?

Supplier Contact Details:

^ Company Details

 Is your company VAT Registered?

The Government has set targets for the amount of business that the Public Sector places with small or medium sized enterprises (SME). In accordance with the definition below please identify the organisation size. <https://www.legislation.gov.uk/ukpga/2006/46/section/465>.

Is company a small or medium-sized enterprise (SME)?*

 Yes No

^ Banking Details

Bank Type*

UK Bank

Non-UK Bank

Payee Name

Bank Name

Bank Address Line 1

Bank Address Line 2

Bank Address Line 3

SortCode

AccountNumber

Currency

Please attach a copy of the above banking information on company letter headed paper, signed by a Company Director/Finance Director/Financial Controller/CFO and in PDF format.

^ Bank Information

Attachments



^ Invoicing Arrangements

To ensure payment for goods and services can be made quickly and efficiently it is important that all suppliers to the UoE provide all required information on their invoices **via email only**.

Full details of UoE invoicing requirements are included at the following webpages: <link here>.

^ Declarations

Do you have a Modern Slavery Statement?*

- Agree
- Do Not Agree

Do you pay staff "Living Wage" as a minimum?*

- Agree
- Do Not Agree

^ Supplier Declaration

I confirm that I have read UoE Invoicing Procedures for Suppliers' document and will comply with the requirements described therein.*

Name of person completing the form

Position within the Company

Phone Number (Including Country Code)

Email Address

Date Completed

^ Information

- The form will go to the University of Exeter for approval, you will be notified of the outcome within 5 working days.
- If approved, you will be contacted with details of access to our the Supplier Portal
- For help or further information about this form, please contact **procurement-operations@exeter.ac.uk**.

^ Selection Codes

PO Exception