

NEW SUPPLIER REQUEST FORM

SECTION 1 - SUPPLIER DETAILS - (To be completed by SUPPLIER)

Supplier Name:			
Trading As (if different):			
Company Registration No:			
VAT Registration No:			
UTR Number:		Gross or Nett:	

Address:	
Post Code:	
Telephone:	
Account Manager Email:	
Purchase Order Email:	
Remittance Email:	

SECTION 2 – BANK DETAILS - (To be completed by SUPPLIER)

Account Name: (Not Bank Name)	
Sort Code:	
Account Number:	

Supplier to send bank details on letter headed paper along with this form

SECTION 3 – COMMODITY - (To be completed by SERVICE AREA)

DESCRIPTION OF PURCHASE – Please provide details of supplies / services / works being purchased – and attach quotations if received.

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SECTION 4 – CONTRACT DETAILS - (To be completed by SERVICE AREA)

REQUESTED BY	DATE	CONTRACT NAME	CONTRACT REF	FRAMEWORK REF	INTEGRA	FLEETWAVE

SECTION 5 - PROCUREMENT SIGN OFF - (To be completed by PROCUREMENT)

Supplier Checked By:		Date:	
Supplier email verified By:		Date:	
Contract Checked By:		Date:	
Approved By:		Date:	
Sent to Finance		Date:	

SECTION 6 – FINANCE SIGN OFF - (To be completed by FINANCE)

CHECK	CHECKED BY	DATE	COMMENTS / CONTACT DETAILS
Bank Details:			
CIS:			
Approved by:			

SECTION 7 – FINANCE SYSTEM ON BOARDING - (To be completed by FINANCE)

SET UP	SET UP BY	DATE	COMMENTS
Integra:			
Fleetwave:			
Service Area Notification:			
Supplier Number:			