

SUPPLIER SET UP FORM

This form is to be used when requesting or amending a supplier number. If requesting a **new** supplier, all sections must be completed when request is submitted to Accounts Payable Section. **If amending a Supplier's Details, please only fill in the details to be changed.**

Set Up Amendment Set Up as Sundry Supplier

Requested By: _____

Part A

Part A to be completed by Supplier

| SUPPLIER | | | | | | | | | | | | |
|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| SUPPLIER ID | | | | | | | | | | | | |
| SUPPLIER NAME | | | | | | | | | | | | |
| ADDRESS 1 | | | | | | | | | | | | |
| ADDRESS 2 | | | | | | | | | | | | |
| ADDRESS 3 | | | | | | | | | | | | |
| ADDRESS 4 | | | | | | | | | | | | |
| CONTACT NAME | | | | | | | | | | | | |
| TELEPHONE | | | | | | | | | | | | |
| COMPANY REG NO. | | | | | | | | | | | | |
| VAT REG. NO. | | | | | | | | | | | | |
| FAX | | | | | | | | | | | | |
| E-MAIL | | | | | | | | | | | | |
| BANK ACCOUNT DETAILS | | | | | | | | | | | | |
| BANK NAME | | | | | | | | | | | | |
| BANK ADDRESS | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| BANK ACCOUNT NO. | | | | | | | | | | | | |
| SORT CODE | | | | | | | | | | | | |

CUSTOMER SIGNATURE: _____

DATE: _____

Supplier Set-Up Form contd:-

Part B

Part B to be completed by Section requesting set up

| INVOICE | |
|-------------------------------------|------------------------------|
| Tax System (Tick box if Applicable) | Sub Contractor |
| | Withholding Tax |
| | Supplier paid > €6500 p.a. |
| Payment Terms (Other than 30 days) | |
| Currency (Other than Euro) | |
| SUPPLIER GROUP | |
| | ick one category only |
| Trade Suppliers – Ordinary Supplier | |
| - Sub Contractor | |
| Expenses (Staff/Member/Other) | |
| Higher Education Grants | |
| Other Grants | |
| Other Local Authorities/Govt Dept. | |
| Revenue Commissioners | |
| Other Payroll Deductions | |
| Superannuation Awards | |
| Payroll Payment in lieu/advance | |

Have you requested a Tax Clearance Cert (Ordinary Supplier being paid in excess of €6500 pa) / C2 Card (Sub Contractor)?

Please Tick YES NO

Requested by: _____

Section - _____

Date:- _____