**Supplier Registration Form**

To be completed by the supplier

**Business Details**

|  |  |
| --- | --- |
| Business Name: | |
| Address: | |
| VAT Number: | Telephone Number: |
| Company Registration Number: | Fax Number: |
| Website: | |
| Sales Contact Name: | Sales Contact Title: |
| Sales Contact E-mail: | |

**Orders and Remittance Advice**

|  |  |
| --- | --- |
| E-mail address for orders to be sent to: |  |
| If no email address, please provide a fax number for orders to be sent to: |  |
| Remittance Advice E-mail address: |  |

**Contracts and Catalogues**

|  |  |
| --- | --- |
| Do you have an electronic Catalogue? e.g. cXML Punchout capability, csv. | YES/NO |
| **Tenders**  If you have been successful in a tender, please provide the tender reference. |  |
| **Framework agreements**  If you are on a framework agreement for the goods or services you will be providing us, please specify the contracting authority, framework agreement name and reference number and a framework start and end date. |  |

**BACS Payment Details**

**\*\*Our preferred method of receiving invoices is via email. Please send your invoices, quoting a Purchase Order number, to** [**purchaseledger@worc.ac.uk**](mailto:purchaseledger@worc.ac.uk**) **\*\***

|  |  |
| --- | --- |
| Bank Name: |  |
| Payee Name: |  |
| Bank Address: |  |
| Sort Code: |  |
| Account Number: |  |

**Supplier’s Authorisation**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Date: |  |

**---------------------------------------------------------------------------------------------------------------**

**Internal use only**

To be completed by the MarketPlace user requesting supplier to be set up:

|  |  |
| --- | --- |
| What type of goods/services do you intend to purchase from the supplier? |  |
| What is the approximate value of your intended purchase? | **£** |
| Are the purchases to be coded to Capital? |  |
| If you are aware of an existing supplier who can supply the goods/services, please provide a reason for setting up this new supplier? |  |
| MarketPlace username: |  |
| Date: |  |

To be completed by Purchasing:

**Approved by**

|  |  |
| --- | --- |
| Name: |  |
| Date: |  |

**Implemented by**

|  |  |
| --- | --- |
| Name: |  |
| Date: |  |