Oracle 12.1.3: PAYEE/SUPPLIER MAINTENANCE FORM (AP1) v7.7

**New Supplier Form**

Please note that sections marked with a \* are mandatory

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requestor Details** | | | | | | | | | |
| Requestor Name \* | | To be completed by UK Space Agency | | | Requestor Email \* | | | To be completed by UK Space Agency | |
| Telephone Number | | To be completed by UK Space Agency | | | Organisation \* | | | UK Space Agency | |
|  | | | | | | | | | |
| **Type of Request \*** | | | | | | | | | |
| CREATE NEW SUPPLIER | | |  | | AMENDMENT TO EXISTING SUPPLIER | | | |  |
| One Off payment | | | Y | N | Change of address | | | |  |
|  | | | | | Site name (if change) | | | |  |
| Supplier Classification \* | | | | | Additional site | | | |  |
| Goods & Services | | |  | | Change of name | | | |  |
| Grant / Grant in aid | | |  | | Change of bank details | | | |  |
| WGA (CPID CODE) | | |  | | Add additional bank details | | | |  |
|  | | | | | | | | | |
| **Supplier Details \*** | | | | | | | | | |
| Supplier Number | | | (mandatory of amendment) | | | | | | |
| Supplier/Payee Name \*  (If sole trader/individual see box **+** below) | | |  | | | | | | |
| If there is a change to the supplier name than please supply original name | | |  | | | | | | |
| VAT Reg Number \* | | |  | | | | | | |
| + I confirm that I have followed the Departmental Procurement Policy entitled “Engaging Individuals, Inland Revenue & Sole Trader Guidance” \* | | | | | | | | | |
|  | \* I confirm that the supplier employs less than 250 people (classed as a Small or Medium Enterprise) | | | | |  | \* I confirm that the supplier employs more than 250 people | | |
|  | | | | | | | | | |
| **Site Address** | | | | | | | | | |
| Site Name \* (This is the town or city name) | | |  | | | | | | |
| Address Line 1 \* | | |  | | | | | | |
| Address Line 2 | | |  | | | | | | |
| Address Line 3 | | |  | | | | | | |
| Town/City \* | | |  | | | | | | |
| Country/District | | |  | | | | | | |
| Country \* | | |  | | | | | | |
| Post Code \* | | |  | | | | | | |
| Remittance Email Address \* | | |  | | | | | | |
| Site Contact (If known) | | | | | | | | | |
| Name | | |  | | | | | | |
| Telephone Number | | |  | | | | | | |
|  | | | | | | | | | |
| **Factor Site** | | | | | | | | | |
| Is this a factor site? (If payment is to be made to a 3rd party) | | |  | | | | | | |
| Factor Details | | | | | | | | | |
| Site Name | | | FACTOR | | | | | | |
| Factor Name | | |  | | | | | | |
| Address Line 1 | | |  | | | | | | |
| Address Line 2 | | |  | | | | | | |
| City/Town | | |  | | | | | | |
| County/District | | |  | | | | | | |
| Post Code | | |  | | | | | | |
| Factor Contact | | | | | | | | | |
| Name | | |  | | | | | | |
| Telephone Number | | |  | | | | | | |
|  | | | | | | | | | |
| **Bank Details \* (for UK banks)** | | | | | | | | | |
| Bank Name \* | | |  | | | | | | |
| Bank Branch \* | | |  | | | | | | |
| Sort Code \* | | | -       - | | | | | | |
| Account Name \* | | |  | | | | | | |
| Account Number \* | | |  | | | | | | |
|  | | | | | | | | | |
| **Bank Details \* (for foreign banks)** | | | | | | | | | |
| Country \* | | |  | | | | | | |
| Bank Name \* | | |  | | | | | | |
| Bank Branch \* | | |  | | | | | | |
| Account Name \* | | |  | | | | | | |
| Account Number \* | | |  | | | | | | |
| IBAN/Routing Number \* | | |  | | | | | | |
| BIC/SWIFT Code \* | | |  | | | | | | |
| Currency \* | | |  | | | | | | |
|  | | | | | | | | | |
| **Bank Details \* (for intermediary banks)** | | | | | | | | | |
| Bank Name \* | | |  | | | | | | |
| Beneficiary Account Number/IBAN \* | | |  | | | | | | |
| Beneficiary Account Name \* | | |  | | | | | | |
| Beneficiary Account Code/BIC/SWIFT \* | | |  | | | | | | |
| Additional bank codes \* | | |  | | | | | | |
| Currency \* | | |  | | | | | | |
|  | | | | | | | | | |
| **Payment Method \* (tick as appropriate)** | | | | | | | | | |
| BACS (preferred payment method) | | |  | | | | | | |
| Sterling payment abroad | | |  | | | | | | |
| Book transfer (Citi Transfer) | | |  | | | | | | |
| Foreign currency payment | | |  | | | | | | |
| Cheque (Payable Order only if bank details unavailable) | | |  | | | | | | |
| Payment Terms  Default is 28 days for goods & services, 5 days for grants | | |  | | | | | | |