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 |[x]  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 |[x]  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 TermsDefault is 28 days for goods & services, 5 days for grants |       |