

Supplier Registration Form

Prior to onboarding any supplier, registering them on our database, and issuing a contract or order, this form must be completed.

Date: _____

Section I. This section is to be completed by the Supplier.

Information Required		Details
1.	Full company name (as it would appear on an invoice)	
2.	Any other names they may use as a legal entity	
3.	Full physical address:	
	• Street	
	• House Number	
	• ZIP/Postal Code (where applicable)	
	• Country	
	• Region (where applicable)	
4.	Company telephone number	
5.	Company email address	
6.	Company website	
7.	Contact person:	
	• Full name	
	• Function/title	
	• Telephone	
	• Email address	
8.	Bank account details:	
	• Account Name	
	• Account Number	
	• Sort Code	
	• Bank Name	
	• IBAN	
	• SWIFT/BIC	
	• <i>Attach proof of bank account details</i>	
9.	Payment Terms	Standard payment terms are 30 days after the invoice date, unless otherwise contractually agreed.
10.	Currency	
11.	Tax ID – applicable for supplies based in the US only	
12.	INCOTERMS (where applicable)	