## **SGUL NEW SUPPLIER DETAILS FORM**

**This form is for prospective suppliers to complete and return to the requestor.**

**It needs to be completed IN FULL to avoid delays.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **SUPPLIER CONTACT DETAILS** | | | | | | | | | |
| **Name:** |  | | | **Position:** | |  | | | |
| **Email:** |  | | | **Telephone:** | | **If not UK, include international dialling code** | | | |
| 1. **COMPANY DETAILS** | | | | | | | | | |
| **Supplier name:** |  | | | | | | | | |
| **Trading name:** |  | | | | | | | | |
| **Company reg. no.:** |  | | | **VAT reg. no:** | |  | | | |
| **GENERAL/SALES ADDRESS:** | | | | | | | | | |
| **Street address:** |  | | | | | **Town:** | |  | |
| **County:** |  | | | | | **Country:** | |  | |
| **Email:** |  | | | | | **Postcode:** | |  | |
| **Website URL:** |  | | | | | **Telephone:** | |  | |
| **PAYMENT/REMITTANCE ADDRESS:** | | | | | | | | | |
| **Street address:** |  | | | | | **Town:** | |  | |
| **County:** |  | | | | | **Country:** | |  | |
| **Email:** |  | | | | | **Postcode:** | |  | |
| **Website URL:** |  | | | | | **Telephone:** | |  | |
| **OTHER DETAILS:** | | | | | | | | | |
| **Main Activity of the Business:** | |  | | | | | | | |
| **Is this an SME** (i.e. Small or Medium Enterprise - less than 250 employees and less than £25m annual turnover)**?** | | | | | | | | | **Yes  No** |
| 1. **BANK DETAILS (Provide the following bank details on a separate signed company letterheaded document)** | | | | | | | | | |
| **Bank name:** |  | | | | **Street address:** | |  | | |
| **Town:** |  | | | | **County:** | |  | | |
| **Country:** |  | | | | **Postcode:** | |  | | |
| **Account no.:** |  | | | | **Sort code:** | | **Without spaces or hyphens** | | |
| **IBAN no.:** | **Without spaces or hyphens** | | | | **SWIFT no.:** | |  | | |
| **Currency:** | Choose an item. | | | | **If ‘Other’, please specify** | |  | | |
| **Bank Payee name for invoice payments:** | | |  | | | | | | |
| **If bank payee name differs from company name, please provide an explanation:** | | |  | | | | | | |