

NEW SUPPLIER FORM

Supplier Details		
Supplier Legal Name		
Supplier Trading Name (if any)		
Contact Name		
Postal Address		
Suburb	State	Postcode
Phone	Fax	
Email		
ABN		
GST Registered <input type="checkbox"/> Yes <input type="checkbox"/> No		

Payment Details	
Account Name	
Bank BSB Number	
Account Number	

Accounts Contact Details	
Name of Accounts Contact	
Email of Accounts Contact	
Remittance advices should be sent to	

Internal Use Only

Requesting Program Advisor/Manager (print name)

Signature

Date

Processed by (print name)

Date processed

Checked by (print name)

Date checked

Document controlForm review every (choose most applicable) **1 year** **2 years** ✓ **3 years**

Version	Date Commenced	Form Owner	Change Description	Review Date	Authorising Executive
V1.0	March 2018	Finance Manager	New Form	March 2019	Executive Manager – Corporate Services
V2.0	March 2019	Finance Manager	Form Review	March 2020	Executive Manager – Corporate Services
V3.0	July 2020	Finance Manager	Form Review	July 2021	Executive Manager – Corporate Services
V3.1	October 2020	Finance Manager	Minor Review	October 2021	Executive Manager – Corporate Services
V4.0	October 2021	Finance Manager	Minor Review	October 2024	Executive Manager – Corporate Services
V4.1	February 2022	Finance Manager	Minor Review	February 2025	Executive Manager – Corporate Services

This form will remain in effect until replaced.