# New and Amendment of Supplier Process (FIN\_FORM01)

Last Reviewed: 8th November 2021

## Objective:

To supply core Supplier Data to the Central Finance Team for both new and amendment to supplier requests.

## Instructions

Please complete the following information to request a new or to change an existing supplier record.

Fields marked with \*\*\* are mandatory for New Supplier Requests.

Fields marked with &&& are mandatory for Supplier Amendment Requests.

On completion of the details please submit to the Central Finance Team at dgatfinance@glosdioc.org.uk

If you have not had a response within 5 working days, please escalate to the Head of Finance.

### Request Type/School

|  |  |
| --- | --- |
| Request Type | NEW / AMENDMENT (please delete as appropriate). |
| Request School |  |

### Supplier Details

| No | Item | Request Details  (Schools to Complete) | Central Team Use |
| --- | --- | --- | --- |
| 1 | Supplier PSF Code (&&&) |  |  |
| 2 | Supplier Name (&&&) |  |  |
| 3 | Address (\*\*\*) |  |  |
| 4 | Phone Number (\*\*\*) |  |  |
| 5 | Email Address (\*\*\*) |  |  |
| 6 | Web Site |  |  |
| 7 | Are they linked to DGAT or someone who works at DGAT? (\*\*\*).  If “yes” please provide some explanation. |  |  |
| 8 | What goods/services do they mainly supply? |  |  |
| 9 | Bank Name |  |  |
| 10 | Bank Account Name |  |  |
| 11 | Bank Sort Code |  |  |
| 12 | Bank Account Number |  |  |
| 13 | How much do you expect to spend with them annually? |  |  |
| 14 | Is this a local supplier that only your school are expecting to use? |  |  |
| 15 | Are they VAT registered? If so what is the VAT registration number? |  |  |