

**REQUEST FOR NEW/CHANGE TO CREDITOR NUMBER**

<b>Date of Request</b>										
<b>Request Action</b>	<i>Add</i> <input type="checkbox"/>			<i>Change</i> <input type="checkbox"/>			<i>Re-activate</i> <input type="checkbox"/>			
<b>Creditor Type</b>	<i>Staff</i> <input type="checkbox"/>		<i>Student</i> <input type="checkbox"/>		<i>Contractor</i> <input type="checkbox"/>		<i>Company</i> <input type="checkbox"/>		<i>Overseas</i> <input type="checkbox"/>	
<b>Creditor/Student/Staff Number (internal only)</b>										
<b>Creditor Name</b>										
<b>Domestic or International</b>	<i>Domestic</i> <input type="checkbox"/>					<i>International</i> <input type="checkbox"/>				
<b>Location/Purchase Order Address</b>	Street/Unit No. & Name									
	Suburb, State, Country, Postcode									
<b>Postal Address</b>	PO Box No.									
	Suburb, State, Country, Postcode									
<b>Remittance Address</b>	Street/Unit No. & Name									
	Suburb, State, Country, Postcode									
	E-mail address									
<b>Contact Details</b>	Name									
	Position title									
	Telephone No.									
	E-mail address									
<b>ABN/DUNN</b>										
<b>Are you Registered for GST? (Y/N)</b>	Choose an item.									
<b>Banking details</b>										
<b>Bank Name</b>										
<b>Branch and address</b>										
<b>Account Name</b>										
<b>BSB No. (Domestic transfer)</b>										
<b>Account No.</b>										
<b>Swift Code/IBAN (International transfer)</b>										
<b>Routing Code (International transfer)</b>										
<b>Invoicing Currency (other than AUD)</b>										

<b>Standard Terms of Payment</b>	<b>60 Days from Invoice Date</b>	<i>Alternatively, specify your agreed terms here, only where a fully executed agreement is in place</i>			
<b>Management of contract</b>	CUA (Common Use Agreement) <input type="checkbox"/>	UPH (University Procurement Hub) <input type="checkbox"/>	MU (Vendor Panel) <input type="checkbox"/>	Unknown <input type="checkbox"/>	

**Requestor to complete:**

<b>Services or goods supplied</b>

<b>Justification for request</b>

**What is the estimated spend with this vendor-Specify it as either total estimated spend or annual**

<b>Is there any potential conflict of interest between Requestor and supplier?</b>
YES <input type="checkbox"/> No <input type="checkbox"/>

**All requests must be accompanied with the following documents:**

- Workers compensation Insurance (COC) – Mandatory
- Motor Vehicle Insurance (COC) - \$10M if requested
- Public and Product Liability (COC) - \$20M Mandatory
- Professional indemnity (COC) - \$10M if requested
- Modern Slavery Statement or questionnaire - Mandatory
- Proof of banking details- Mandatory

<b>Office Use Only</b>	Requested by:	
	Non-standard Terms of payment authorisation:	
	Category Assignment:	
	Category Code:	
	Set up Approved by:	
	Date Completed:	