Finance

A logo of a university

Description automatically generated

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| Supplier:  New  Amend Existing Supplier or Payee to complete  * Return completed form to your contact person in Charles Darwin University (Incomplete forms may cause delays in processing) | | | |
| Section 1: Supplier/Payee Details | | | | |
| **ABN:** | No ABN – Choose an item. | | | |
| **Legal Entity Name:** |  | | | |
| **Street Address & Suburb:** |  | | | |
| **Country:** |  | **Post/Zip Code:** | **State:** | |
| **Contact Name:** |  | **Telephone/Email:** | | |
| **Purchase Order Email:** | Only one email address can be entered | | | |
| **Remittance Email:** | Please leave blank if same as above | | | |
| **Are you an enterprise operating in the Northern Territory, with a significant permanent presence in the Northern Territory and employing Northern Territory residents:**   NO  YES | | | | |
| **Indigenous Corporation Number (ICN) if applicable:** | | | | |
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| Purchase Order Terms & Conditions | | | | |
| The University’s purchase order terms and conditions are located <https://www.cdu.edu.au/files/2021-08/cdu-purchase-order-terms-and-conditions.pdf>. The standard terms of trade are thirty (30) days from the latest of the date of invoice or the receipt of goods or service. | | | | |

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| **Section 2: Supplier/Payee Bank Details** | | |
| Name of Bank/Financial Institution: |  | |
| Branch Address: |  | |
| Account Name: |  | |
| Australian Bank Details (EFT) | | |
| BSB (six digits): |  | |
| Account Number: |  | |
| International Bank Details (TT) | | |
| **Currency Information:**  (1 & 2 must be completed) | 1. **Bank Account Currency:** 2. **Payment Currency:** | |
| **Account Number:** |  | |
| **Swift/Sort/Bank Code:** |  | |
| **IBAN** (if applicable): |  | |
| I declare that I am an authorised representative of the Supplier or the Non-Supplier Payee detailed on this form and verify that all the details outlined are true and correct. | | |
| **Full Name** | **Signature** | **Date** |
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| **Additional supporting documentation required, ONE of the following must be provided:**   * A signed letter on official supplier letterhead detailing bank details **(N/A to Non-Supplier Payee)**; * A quotation or tax invoice bearing the supplier’s ABN and bank details **(N/A to Non-Supplier Payee**); * A letter from your financial institution’s official letterhead with the bank details; * A copy of the bank statement with the bank details. | | |
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