

REQUEST FOR NEW/CHANGE TO CREDITOR NUMBER

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

Standard Terms of Payment	30 Days from Invoice Date	<i>Alternatively, specify your agreed terms here, only where a fully executed agreement is in place</i>			
Management of contract	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:

Services or goods supplied

Justification for request

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

Is there any potential conflict of interest between Requestor and supplier?
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

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