

Supplier Set-Up/Amendment Form

Please complete all relevant fields within the form to ensure that the Oracle supplier is created/amended without any delay. Fields marked * are compulsory: we will not be able to process the request unless they are completed.

Please note that HEE operates a “No-PO-No-Pay Policy” (subject to agreed exemptions). Suppliers should only supply goods and/or services once they are in receipt of a valid PO Number (format 307XXXX). A PO Number must be quoted on any invoice submitted for payment. Any invoice which is submitted without a PO Number will be automatically returned requesting that you re-issue the invoice with a valid PO Number.

COMPANY INFORMATION			
Supplier Name*			
Company VAT Number			
Company Registration Number			
Charity Number			
HEE Contact*			
REGISTERED ADDRESS		REMITTANCE ADDRESS (IF DIFFERENT)	
Address Line 1*		Address Line 1	
Address Line 2		Address Line 2	
Address Line 3		Address Line 3	
Address Line 4		Address Line 4	
City*		City	
Post Code*		Postcode	
CONTACT INFORMATION			
Telephone Number*			
PO Email Address			
Remittance Email Address*			
BANK ACCOUNT INFORMATION			
Old Details (Amendments Only)		New Details (All Requests)	
Bank Name		Bank Name*	
Bank Branch Name		Bank Branch Name	
Sort Code		Sort Code*	
Account Number		Account Number*	
Name on Account		Name on Account*	
Currency		Currency*	
DECLARATION			
I declare that the information given on this form is correct and complete.			
Request Completed by (Print Full Name)		Date	