

## VMIA Supplier Registration Form - Tech One System



### Request Type\* (\*Indicates Mandatory Fields)

New Supplier

Update/Amend Existing Supplier Details

### General Supplier Information (for supplier to complete)

Entity Name\* \_\_\_\_\_

Registered Trading Name\* \_\_\_\_\_

ABN\* \_\_\_\_\_

Registered for GST?\* Yes No

Registered Business Address\* \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone Number\* \_\_\_\_\_

Email Address\* \_\_\_\_\_

Contact Name & Position\* \_\_\_\_\_

Email for Remittance Advice\* \_\_\_\_\_

### Supplier Bank Details

Bank Account Name\* \_\_\_\_\_

BSB Number\* \_\_\_\_\_

Bank Account Number\* \_\_\_\_\_

Swift Code (Overseas Suppliers Only) \_\_\_\_\_

Sort Code (Overseas Suppliers Only) \_\_\_\_\_

**Please provide at least ONE of the following documents to confirm the supplier bank account details \***

- i. Supplier bank account deposit slip or
- ii. A sample invoice from the supplier or
- iii. Letter, on the official letterhead, signed by the Chief Financial Officer (CFO), Chief Executive Officer (CEO) or equivalent

### VMIA FINANCE TEAM USE ONLY

#### Supplier Set Up

Supplier account number

PO required? Yes No

AP Chart updated by: \_\_\_\_\_ Date: \_\_\_\_\_

#### Bank Account Verification

Supplier phone number identified from: Website: Web Search: Supplier Invoice:  
Financial Compliance Manager Notified

Full name of Verification Contact: \_\_\_\_\_

Position of Verification Contact: \_\_\_\_\_

Date and time verification call conducted: \_\_\_\_\_

Supplier activated & verification notes added:

Bank Account Verification performed by: \_\_\_\_\_ Date: \_\_\_\_\_