

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 *

- Supplier bank account deposit slip or
- A sample invoice from the supplier or
- 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: _____