



Oxfam GB New Supplier Form

To be completed and signed by your Finance Manager.

Oxfam staff member you have main contact with – return the completed form to this person

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|------|------------|-----------------|
| Name | Department | Office Location |
|------|------------|-----------------|

Part A: Your Business Details

1. Please provide the name of your business and any parent or subsidiary

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2. Please provide the address of your business including post code.

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|-------------------|---------------------------------|--------------------------------|
| Registered Office | Ordering Address (if different) | Payment Address (if different) |
| | | |

3. Please provide your telephone, fax number, email and web site address:

| | |
|-------|----------|
| Phone | Fax |
| Email | Web Site |

4. Location of other operational sites, their functions and approximate number of employees

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5. Please state the nature of your business and your main products / services

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6. Please provide your company registration number, years in business and VAT number:

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|-----------------|-------------------|------------|
| Company Reg. No | Years in Business | VAT Number |
| | | |

7. What is the legal status of your business?

Public Limited Company Partnership Sole Trader Private Company

Not for profit organisation Government Agency Self Employed

8. Please indicate your annual turnover by ticking one of the following boxes:

Less than £100,000 100,000 - £500,000
Over £500,000 Undisclosed

9. Please provide a brief description of the goods or services you will supply to Oxfam GB

Part B: Your Bank Details

10. Please provide your bank details, sort code and bank account number, as accounts will be settled by BACS transfer, direct to your bank account. If you are unable to accept payment by BACS and require payment by cheque please leave this section blank.

Bank Name & Branch:

Sort Code:

Account Number:

| | | |
|--|---|--|
| | <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
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11. If you use a factoring agent please provide their name, address and contact details. Provide their bank details in 10 above.

12. Oxfam's payment terms are 30 days. Please specify any variation and early payment discount

13. Declaration (to be signed by Finance Manager)

I confirm that all the information given is accurate and that I agree to Oxfam GB's payment terms. For and on behalf of the supplier :

Signature

Name

Position

Date

OFFICE USE ONLY

Vendor ID :

Created by

Date