**FAO Supplier**

All fields marked \* are mandatory within the University finance system. Email the completed form as a Word version to your departmental/ School contact and include bank details on company letter headed paper. Hand written forms or forms missing mandatory fields cannot be processed.

**FAO Edinburgh Napier University staff**

Review the completed form to ensure it meets the above guidelines. Email the completed form to [procurement@napier.ac.uk](mailto:procurement@napier.ac.uk) and include a copy of company letter headed paper with bank details. On receipt of a valid form, the turnaround time for adding new suppliers is 5 working days.

|  |  |
| --- | --- |
| **Section 1** | **Your Current Details** |
| Company Name\* |  |
| Street Address\* |  |
| Country\* |  |
| Post Code\* |  |
| City/Town\* |  |
| County/Region |  |
| Contact Telephone No. |  |
| VAT Registration No. |  |
| Company Registration No.\* |  |
| Remittance Email Address\*  (Generic mailbox email address rather than a named individual preferred) |  |
| Purchase Order Email Address\*  (Generic mailbox email address preferred rather than a named individual preferred) |  |

**New Supplier Form – March 2023**

|  |  |
| --- | --- |
| **Section 2** | **Your Bank Details** |
| Account Name\* |  |
| Branch Address\* |  |
| **UK Suppliers only** | |
| Bank Account Number\* |  |
| Sort Code\* |  |
| **Non-UK Suppliers only** | |
| IBAN\* |  |
| Swift\* |  |

I confirm the above details are correct and I am an authorised representative of the company:

|  |  |
| --- | --- |
| Contact Name: |  |
| Position: |  |
| Date: |  |