



Vendor Application

 Create

 Amend

Vendor Amendment Name Vendor Number

Complete ONLY Sections below where details have changed.

Is the Vendor for use on a Purchase Order YES NO

Reactivate Vendor YES, and details have been checked and are correct.

PART A (please see conditions of this agreement on page 2)

Vendor Name

Contact Name

Address

City State Post Code

Country Email

Phone Fax

ABN (if applicable) see **Part B** if ABN is not available

Direct Deposit (see Section i)

Payment to be made by Cheque and forwarded to above address YES NO, see Section ii

Overseas draft forwarded to above address YES NO, see Section ii

Specify Currency

Section i

All requests for payment to bank accounts must be signed by the vendor or accompanied by documentary evidence of bank account details from the vendor (e.g. Email, Tax Invoice).

Name of Bank/Financial Institution

Name of Branch/Town/State

Account Name

BSB (6 Digits) Account Number

Vendor Signature Date

Section ii

Other Address

State Post Code Country

In the Name(s) of

Business Unit Contact Details (ANU Use Only)

Uni ID Contact Name Phone

Conditions of this agreement:

1. The Trade Vendor is responsible for a) the accuracy of the above details b) advising the Australian National University (ANU) in writing of any changes relating to the above particulars. Upon receipt of such notification the ANU shall process all payments in accordance with the details provided.
2. The Trade Vendor warrants that the bank account details provided are true and correct and comply with all applicable laws.
3. The ANU has the right to accept the authority of the Authorised Representative as conclusive evidence of that person's authority to execute this agreement on behalf of the Trade Vendor. The ANU is under no obligation to verify that authority of the Authorised Representative or the Bank account details.
4. The ANU will use all reasonable measures to maintain confidentiality. Both the Authorised Representative and the Trade Vendor acknowledge that it may not be practical for the ANU to keep these account details confidential in all circumstances. These details will be available to the ANU staff in carrying out their normal duties in paying invoices.
5. Payment will be deemed to have been made when the ANU has instructed its bank to credit the account. The ANU will not be responsible for any delays in payment or errors due to factors outside the reasonable control of the ANU, including but not limited to delays or errors in the banking system.

The Authorised Representative warrants in his/her own right that a) he/she has the authority to bind the Trade Vendor to the conditions of this payment b) the banking details provided are accurate c) by signing this form, that the Trade Vendor is aware of its responsibilities under this agreement.

PART B Withholding tax/statement by supplier form

http://info.anu.edu.au/Policies/_CFO_DFBS/Forms/Statement_by_Supplier.asp

A statement by supplier form should be completed if the payee has not provided an ABN and the payment is for more than \$50.