

New Supplier Request Form



Sections A, B & C are to be completed by the supplier.

The supplier must also attach an original copy of their organisation's letterhead with Payment details to this document.

Sections D is to be completed by a Startin Group Employee.

All sections must be completed. Failure to do so may result in the rejection or delay of your request.

If you have any queries while completing this form please contact: The purchase ledger team on: 01527 912 890.

Section A - Supplier Details			
Supplier Name:			
Supplier Address:			
		Postcode:	
Accounts Phone No:		Accounts Email:	
Sales Phone No:		Sales Email:	

VAT Registration No:		Company No:	
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Section B - Supplier Bank Details			
Bank Name:			Account Name
Bank Address:			
			Sort Code
Postcode:			Account Number
Payment Terms	30 Days Net & On receipt of statement	Payment Reference:	
If payment terms have been agreed which differ from the Startin Groups standard 30 day payment terms please provide the name of the contact with which this has been agreed:			

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Section C - Supplier Profile	
How many directors are there in the company?	
How many employees are there in the company?	
What date did the business start?	
What is the main trading activity?	

Section D - To be completed by the Requester (Startin Group) For Internal use only	
Employee Name and Dept:	
Which location/s is the form to processed for?	
Reason for requesting supplier?	
Anticipated Annual Expenditure:	
What route was used to source the supplier?	
Suppliers should be sourced as defined in the Startin Group Purchasing and Expenditure Policy	

Once completed this form should be sent to groupaccounts@startingroup.co.uk

Invoices and statements should be sent to groupaccounts@startingroup.co.uk

Approval Information – For Office Use Only			
	Signed	Print Name	Date
Raised by:			
Authorised up to £1,000			
Authorised up to £5,000			
Authorised over £5,000			
Entered by:			
Suppliers Account No:			