

SUPPLIER FORM

For New Suppliers and updating Existing Supplier Information

wyndhamcity

PART A – ALL SUPPLIERS

To be completed by the supplier (* = Mandatory field)

Please select New or Existing*

New Supplier
Complete Part A and Part C

Existing Supplier
Complete Part A, B. Part C only if
changing bank account details

Company Name*

Trading As (invoice) *

ABN (click here) *

If no ABN please fill out Statement by Supplier Form and attach to email

ACN (Required for Trusts)

TRUST If Trust provide Trust Deed and Signing Pages

Business Address*

Suburb*

State*

Post Code*

Phone Number*

Email (Remittance)*

Social Procurement (see over page)

Supply Nation

Social Traders

Kinaway

Does you accept credit card

Yes

No

PART B – EXISTING SUPPLIERS ONLY

- I/we hereby acknowledge that any change to company's Name, Address or Banking Details requires written notification on a company letterhead and must be **received 14 days prior** to the effective change date.
- I/we hereby acknowledge that any change to company's ABN will require a New Supplier Registration and the existing registration will be inactivated

Briefly explain changes required

PART C – SUPPLIER AUTHORISATION

To be completed and signed by the supplier (* = Mandatory field)

ENSURE YOU HAVE REGISTERED VIA THE [SUPPLIER PORTAL](#) PRIOR TO LODGING THIS FORM

- I/we hereby authorise Wyndham City to transfer directly to the bank account listed below payments for the supply of goods and services by myself/organisation to Wyndham City.
- I/we hereby agree to notify Wyndham City, in writing, of any change to such details, at least 14 days before the change is effective.
- I/we guarantee that the following details are correct and indemnify Wyndham City against any loss or damage suffered if the details provided are incorrect.
- Your personal information is being collected by Wyndham City for the purpose of Electronic Funds Transfers. The information will be used by Council for that primary purpose and shall remain private within Council unless disclosure is required by law or consented to by you. You may apply for access of the information by writing to Council's Privacy Officer.
- The authorisation is revocable at any time after 14 days written notice is sent to Wyndham City.

Contact Name*

Position Title

Bank Name*

Account Name*

BSB Number*

Account No*

Signature*

Date*

For Supplier support with this process, please email procurementchange@wyndham.vic.gov.au

The signed and completed form should be returned by the Requesting Officer. More information on next page.

SOCIAL PROCUREMENT DEFINITIONS

Supply Nation <https://supplynation.org.au/>

Supply Nation provides Australia's leading database of verified Indigenous businesses. The database is searchable by business name, product, service, area, or category.

Kinaway Chamber of Commerce <https://kinaway.com.au/members/>

Kinaway's public facing database provides Corporate and State Government buyers access to a comprehensive list of Victorian Aboriginal businesses. Buyers can engage a certified Kinaway business with confidence knowing they have gone through our Board's certification process and have been approved as a Victorian based Aboriginal business.

Social Traders <https://www.socialtraders.com.au>

Social Traders business and government memberships provide tailored support and expertise to enable members to incorporate social enterprise into supply chains. Wyndham do not currently hold a membership with Social Traders, however if a New Supplier is certified as a Social Enterprise through Social Traders we would like to know about it.

NEW SUPPLIERS

1. The new supplier must self-register via the Wyndham City Supplier Portal, prior to submitting this form
2. The new supplier must complete Part A and B of the form and return to the Requesting Officer
3. All Trust entities are required to submit the Trust Deed and Signing Pages with the Supplier Form when registering as a New Supplier
4. Each invoice the supplier submits for payment **must include the WCC purchase order number**
5. All invoices must include the following, or may be returned to the supplier:
 - a. WCC Purchase order number
 - b. The Australian Business Number (ABN) of the supplier
 - c. The GST inclusive price of the taxable supply
 - d. The words 'Tax Invoice' stated prominently
 - e. The date of issue of the tax invoice
 - f. The name of the supplier
 - g. The name of the recipient (Wyndham City Council Requesting Officer)
 - h. A brief description of the goods and services supplied
 - i. The quantity of the goods or the extent of services supplied, and when GST payable is exactly 1/11th of the total price, a statement along the lines of 'the total price includes GST', or the GST amount must be clearly stated

EXISTING SUPPLIERS

1. The existing supplier must complete Part A and B. Complete Part C only when changing bank account details.
2. If there is a change in company's Name, Address or Banking Details a written notification on a company's letterhead must be provided to the Wyndham City Council Requesting Officer, 14 days prior to the change becoming effective.
3. Changes to a company's ABN will require a New Supplier Registration and the existing registration will be inactivated.
4. Changes to existing Supplier Registration Contacts can be made via the Supplier Portal

COUNCIL OFFICERS

1. Ensure the Supplier has self-registered on the WCC Supplier Portal
2. The Council Officer that has engaged the supplier for goods / services should send a copy of the Supplier Form to the supplier and request that it is returned to themselves
3. The Council Officer should send the completed Supplier Form to procurement@wyndham.vic.gov.au to process
4. Once complete, procurement will send an email to the requesting Council Officer confirming that the supplier is spend authorised, and available in the system to raise requisitions against