

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*			<input type="checkbox"/> New Supplier Complete Part A, C and D	<input type="checkbox"/> Existing Supplier Complete Part A, B. Part D 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 <input type="checkbox"/>	If Trust provide Trust Deed and Signing Pages
Business Address*				
Suburb*		State*	Post Code*	
Phone Number*		Email (Remittance)*		
Social Procurement (see over page)	<input type="checkbox"/>	Supply Nation	<input type="checkbox"/>	Social Traders <input type="checkbox"/> Kinaway
Does you accept credit card	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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 – INVOICING (MANDTORY FOR NEW SUPPLIERS)

- Please indicate if your invoice includes or excludes the GST amount on each line item
- This does not refer to the total amount of GST applied to the invoice. Please provide a sample invoice for confirmation. Refer to page 3 of this document for Wyndham's preferred invoice template.

GST exclusive amount on line items GST inclusive amount on line items

PART D – 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*

The signed and completed form should be returned by the Requesting WCC 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.

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 – See page 3 for a preferred invoice template

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, C and D of the form and return to the Requesting WCC Officer along with a sample invoice.
3. All Trust entities are required to submit the Schedule and Signing Pages of the relevant Trust Deed with the Supplier Form when registering as a New Supplier.
4. Individuals without an ABN must complete a Statement by the Supplier Form and return it with this form.

MANDATORY - All invoices must include the following, or may be returned to the supplier:

- The name of the Supplier with address listed directly below
- The Australian Business Number (ABN) of the Supplier
- The words 'Tax Invoice' stated prominently
- The Invoice Number
- The date of issue of the Tax Invoice
- The term 'Purchase Order' and relevant 'P' reference (eg P2000000)
- The name of the recipient (Wyndham City Council Requesting Officer)
- The description of the goods or services supplied must match the description on the WCC Purchase Order
- Date service was provided or performed (if service applicable)
- Invoices must include a Subtotal (ex GST)
- Bank Details and remittance email
- The extent to which goods or services have been supplied, if not completely supplied as per Purchase Order
- 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

BEST PRACTISE - Wyndham City Council highly recommend the following details on all Invoices:

- The invoice address matches that of the supplier registered address
- Invoices indicate line items showing Tax exclusive amounts (as per example on page 3)

EXISTING SUPPLIERS

1. The existing supplier must complete Part A and B. Complete Part D 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 written notification to inactivate the existing registration.
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 and sample invoice 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.

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

EXAMPLE OF PREFERRED INVOICE TEMPLATE

Tax Invoice

ABC Enterprises

ABN 13 246 789 123
www.abc.com.au

123 Smith St, Smithville, 3123,
Phone 03 9123 1234
john@abc.com.au

INVOICE # NO.	INVOICE DATE:	PURCHASE ORDER NO.
123	01/07/2020	P2002079

BILL TO	SHIP TO
Wyndham City Council 45 Princes Highway WERRIBEE, VIC 3030	Civic Centre Wyndham City Council 45 Princes Highway WERRIBEE, VIC 3030

Attention (WCC Requesting Officer): Jane Doe

ITEM DESCRIPTION	QUANTITY	ITEM PRICE EX GST	GST	TOTAL EX GST
Bag Vacuum Large	2	15.50	3.10	31.00
			Subtotal	31.00
			GST	3.10
			Total Inc GST	34.10

Bank Details: BSB 012-987 Acct No 1234 56789
Remittance: receivables@abc.com.au
Payment Terms: 30 Days
Customer Signature:
Print Name:

Invoice prepared by: John Smith

This is an invoice on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

THANK YOU FOR YOUR BUSINESS!