|  |
| --- |
| Accounts payable: Supplier detailsUse this form to register or update a supplier with DEECA  |

DEECA staff member to complete the following section:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DEECA employee requesting this form | Name |  | Phone |  |
| Email |  |
| [ ]  **RCTI / RCI** | [ ]  **GEMS / grant payments** | **Zycus GSID:**  |

Attach this form to your Oracle request to register a supplier.
Or if this is a supplier update, email the form to supplier.maintenance@deeca.vic.gov.au

Supplier to complete and sign this section:

|  |  |  |
| --- | --- | --- |
| ABN - must be 11 digits |  | Registered for GST? Yes / No |
| Entity name[**abr.business.gov.au**](https://abr.business.gov.au/) |  |
| Trading name(as on your invoices) |  |
| Postal address | PO Box (preferred) or street address |
|  |
| City, suburb or town | State | Postcode |
|  |  |  |
| Accounts contact | Name |  | Phone |  |
| Email for your remittance advice | If possible, provide a generic email address to receive your remittance advice |
|  |
| Email for your purchase order | If different to your remittance email – if the same, write as above |
|  |
| Bank account name |  |
| Bank Branch (BSB) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | — |  |  |  |

 |
| Account Number(Maximum of 9 digits) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |

 |
| Financial institution name |  |

I hereby request you to direct credit to the bank account above any amounts owed by the department to the named supplier. I certify the bank details I am providing are correct.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Position held at company | Signature | Print name | Date |

Important: Return the completed form to the above named DEECA staff member.