 NEW SUPPLIER FORM

Merseyside police would like to make an imminent purchase from your company. We require you to complete and return the below information before we can add you to our list of approved suppliers.

Company Details

Company Trading Name:

Company Registered Name (if applicable)

Company VAT Number (if applicable):

DUNS Number (if applicable):

Standard Industry Classification (SIC) code (if applicable):

Company Address (Purchase Orders):

Town: County:

Country: Post Code:

Email Address (Purchase Orders):

Telephone Number (Purchase Orders):

Web Address:

Financial Information

Bank Details

Account Number: Sort Code:

Payee Name:

Address for Remittance (if different from above):

Email Address (Remittance):

Telephone Number (Accounts):

Authorisation of Details Provided

Supplier Approval - Name: Signature:

Position: Date:

PLEASE NOTE WE HAVE A ‘**NO PURCHASE ORDER, NO PAYMENT’** POLICY – SEE BELOW FOR DETAILS

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New Supplier Guidance Notes

**No Purchase Order – No Payment**

Date: 1st August 2019

Please be aware Merseyside Police operate a ‘No Purchase Order, No Payment’ policy.

Goods and services should only be supplied to Merseyside Police after receipt of an official purchase order. You are advised not to undertake or make any commitments without receipt of a valid PO. Failure to comply with this, may result in non-payment of your invoices.

Once the goods and services have been provided, an invoice quoting the valid purchase order number, should be sent to [exchequer.services.hq@merseyside.police.uk](mailto:exchequer.services.hq@merseyside.police.uk).

**If a valid purchase order number is not quoted on the invoice, the invoice will be rejected and returned to the supplier. Only once an invoice has been provided quoting a valid purchase order, will your invoice be processed.** Merseyside Police’s standard payment terms are within 30 days from the date of the invoice.

Should you have any questions, please do not hesitate the contact the Exchequer Services team to discuss in more detail.