

VENDOR INFORMATION REQUEST

Clients to ensure you are paid promptly, please submit this form prior to invoicing.

Please return this form, or if you need assistance to complete the form, please contact Accounts Payable.

Australian Government payment terms are 20 days from the date of receipt of a correctly rendered tax invoice.

ACMA Accounts Payable

Please forward requests to: AccountsPayable@acma.gov.au

For more information or further assistance please contact (02) 6219 5488

Please DO NOT forward hardcopy documents to Accounts Payable.

Vendor Contact Person		Officer's Name	
Name	Glenn Dunstan	Phone Number	
Postal Address		Email Address	
City / Suburb	REDLAND BAY	Fax Number	
State / Postcode	QLD 4165	Existing Vendor #	
Industry Group (this section completed by the vendor)			
<input type="checkbox"/> Small Business (less than 20 staff) <input type="checkbox"/> Medium Business (21 – 200 staff) <input type="checkbox"/> Large Business (more than 201 staff) <input type="checkbox"/> Business (including sole trader)		<input checked="" type="checkbox"/> Non-Business Individual <input type="checkbox"/> Federal Government <input type="checkbox"/> State / Local Government	
		PAYMENT TERMS	
Vendor Details			
Trading Name			
Legal Name	Glenn Dunstan		
Remittance Email			
Indigenous Supplier¹	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Postal Address	As above	ABN	Click to enter supplier ABN
City / Suburb		Registered for GST	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State / Postcode		Statement by Supplier is required If not registered for GST	
Vendor Bank Details (bank details must be confirmed in writing by the vendor, such as an email or a signature below)			
Bank Name (eg ANZ)		Account Name	
BSB (six digits)		Account Number	
SWIFT Code		IBAN	
Vendor Authorisation (to be completed by an authorised vendor representative to confirm account details)			
Name: G.C.Dunstan	Signature:		Date: 24/10/2023
ACMA Finance Use Only			
Entered by:	Vendor Number:	Date:	

Privacy and Confidentiality: The information in this document is classified as 'commercial in confidence' and is subject to the privacy and confidentiality laws of the Commonwealth. The information is to be used for the sole purpose of transacting business.

¹<https://www.finance.gov.au/government/procurement/clausebank/indigenous-procurement-policy-ipp>