

## 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](mailto: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		Phone Number	
Postal Address		Email Address	
City / Suburb		Fax Number	
State / Postcode		Existing Vendor #	
<b>Industry Group</b> (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 type="checkbox"/> Non-Business Individual <input type="checkbox"/> Federal Government <input type="checkbox"/> State / Local Government	
		<b>PAYMENT TERMS</b>	
<b>Vendor Details</b>			
Trading Name			
Legal Name			
Remittance Email			
Indigenous Supplier <sup>1</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Postal Address		ABN	<a href="#">Click to enter supplier ABN</a>
City / Suburb		Registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No
State / Postcode	Statement by Supplier is required If not registered for GST		
<b>Vendor Bank Details</b> (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	
<b>Vendor Authorisation</b> (to be completed by an authorised vendor representative to confirm account details)			
Name:	Signature:		Date:
<b>ACMA Finance Use Only</b>			
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.

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