

SUPPLIER OF GOODS OR SERVICES

Application/Amend Details

Please complete this form to register your business as a supplier of goods and/or services to Dubbo Regional Council or to amend your existing account.

In order to establish or amend your supplier record, we will require the below;

1. Complete the below form,
2. Attach an extract from a current bank account showing the BSB, account number and bank account name or a copy of a deposit slip. This is in order to safeguard the integrity of your banking details.

PURPOSE OF APPLICATION			
<input type="checkbox"/>	Create new supplier	<input type="checkbox"/>	Amend existing supplier

BUSINESS DETAILS				
Entity Name				
Business / Trading Name				
ABN				
GST Registered	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Business Description	<input type="checkbox"/>	Supply Goods	<input type="checkbox"/>	Provide Services

BUSINESS CONTACT DETAILS				
Company Address				
City				
State				
Postcode				
Postal Address same as Business Address	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No* <i>please complete below</i>
Postal Address				
City				
State				
Postcode				

ACCOUNTS CONTACT DETAILS	
Contact Name	
Contact Number	
Email	
Remittance/Payment Email	

SUPPLIER OF GOODS OR SERVICES

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BUSINESS BANK DETAILS (as shown on bank statement or deposit slip)

Bank Account Name	
BSB Number	
Account Number	
Please attach an extract from a current bank statement showing the BSB, account number, and bank account name or a copy of a deposit slip. This will be retained in a secure site.	

Dubbo Regional Council uses VendorPanel Marketplace as our electronic method of seeking quotes



To ensure you do not miss out on opportunities to quote for supply of goods or services via email and this portal, register by following [this link](#).

APPLICANT SIGNATURE

I have read, understood, and my Business complies with, Dubbo Regional Council's Statement of Ethics	<input type="checkbox"/> Yes
I declare that I am an authorised person to create and/or amend this account	<input type="checkbox"/> Yes
Name of person submitting this form	
Position/Title of person submitting this form	
Signature	
Date	

GENERAL INFORMATION:

Please quote Council's purchase order number on your invoice to assist in prompt payment of your account. Tax invoices should be emailed to accounts.payable@dubbo.nsw.gov.au

Changes to your bank account must be emailed to accounts.payable@dubbo.nsw.gov.au accompanied by this form and an extract from a current bank statement showing the BSB, account number and bank account name or a copy of a deposit slip. Please note that additional verification checks may also be conducted.

PRIVACY NOTE:

Council is bound by the provisions of the Privacy and Personal Information Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website www.dubbo.nsw.gov.au