

Instructions to Southern Water Staff:

Who should use this form?

- This form will be used by Southern Water Employees for all new and existing suppliers.
- The heading to this form should be amended as appropriate to reflect whether you intend to create a new supplier account or wish to request an amendment to an existing supplier's details.

Section 1:

- Please ensure you complete your contact details, this will allow for further follow up if required.
- Also include here the name that you know the supplier as. When quoting a supplier name ensure that this is the supplier trading name. The trading name should match the name provided by the supplier on their tax invoice.
- If the name you provide differs from the supplier trading name we will contact you to clarify the name to appear within the Southern Water Integrated Computer System.
- When you have completed this section please send to the supplier for completion of sections 2 and 3.

Instructions to Southern Water Supplier:

Why complete this form?

- This form provides the authority for you to be established as a supplier, payment will not occur without completion of this form.
- This form also provides useful information to enable us to classify your business by the goods or services you supply. This will also assist Southern Water Staff to make future purchase transactions with your business.
- Accurate completion of this form will assist Southern Water to provide timely payment of your account.

Section 2:

- Please ensure that your Trading name is entered here. This name should also appear on your tax invoice.
- If your ABN is registered under a different name such as a Trust or Company you should also provide the Entity Name that appears on the Australia Business Register. Note by providing the ABN you are stating that you are the legal holder of this ABN and are entitled to trade under this registration.
- Please ensure all other contact details are correct. The address and contact details you provide under the "Purchase Order Delivery Address" heading will be where we mail / fax / email our purchase order. To ensure payment you must quote this purchase order number on your tax invoice.
- If you require your cheque or remittance advice to be sent to a different address you should complete the relevant details under the "Payment Details" heading

Section 3:

- This section must be completed and signed by an authorised officer of the supplier.
- EFT is Southern Waters preferred method of payment. If you elect to use this method of payment please complete the banking details in the section.
- Emailing the remittance is Southern Waters preferred method of advising payment details. If you wish to receive your remittance advice by email, indicate by ticking the box provided in this section.

Important Information For All Suppliers

Payment Terms

- Tax Invoices from suppliers of goods or services are paid by Southern Water in accordance with standard commercial (30 day) terms. Thirty day terms refers to the payment at 30 days from the end of the tax invoice month. This is Southern Waters preferred position and will apply in most cases.

Purchase Orders:

- To ensure payment occurs within the 30 day payment terms all suppliers must submit an appropriate tax invoice quoting a valid Southern Water purchase order number. Suppliers should not act on verbal or unofficial requests for supplies or services.

*New Supplier Application / * Change of Supplier Details

(*Delete that which is not applicable)

This form must be completed for all new suppliers prior to the supply of goods or services.
 ABN 65 133 654 976 PO Box 1060, Glenorchy Tas 7010

Section 1: (This section must be completed by a Southern Water Staff Member. Forms will not be processed if Section 1 is not completed)

Requested by:		Position:		Section:	
Date:		Phone:		Email:	
Name of Supplier:					

Section 2: - Supplier Details (This application form should be sent to the supplier for completion)

Trading Name		Entity Name	
ABN Number		Registered for GST:	<input type="checkbox"/> YES OR <input type="checkbox"/> NO

Purchase Order Delivery Address				Payment Details (eg Cheque / Remittance Address)			
Contact Person:				Contact Person:			
Position:				Position:			
Address:				Address:			
Town/City:				Town/City:			
State:		Post Code:		State:		Post Code:	
Phone:		Fax:		Phone:		Fax:	
Mobile:				Mobile:			
E-Mail:				E-Mail:			
Products/Services:							
(Please provide a brief description of products or services to be supplied to Southern Water)							
Southern Water Account No:							

Section 3: - Bank Details for EFT Payment (This section must be completed and the authorised officer section completed by the supplier.) NB: EFT is Southern Water's preferred method of payment. If you elect to use this method of payment please complete the banking details below.)

BSB No:			
Account No:			
Account Name:		Authorised Officer:	
Bank:		Position:	
Branch:		Date:	

REMITTANCE ADVICE: - PREFERRED DELIVERY METHOD (PLEASE TICK): Email Address: Fax No

RETURN DOCUMENT TO: sw.stores@southernwatertas.com.au or FAX: 03 6273 8756

Internal Use Only

Entered by:		Date:		Supplier Code:	
Reason for Application	<input type="checkbox"/> Activate	<input type="checkbox"/> Change	<input type="checkbox"/> Make Inactive	<input type="checkbox"/> Reactivate	