

CREDITOR UPDATE & APPLICATION FORM

Section 1: Request Type

This form can be used by new suppliers and existing suppliers who would like to update/amend their details.

New Supplier
Update / Amend Existing Supplier Details

Section 2: City of Albany Council Officer

Name of requesting Council Officer:	
Email:	

Section 3: Applicant Details

Company / Individual's Name:			
Trading Name:			
ABN:		<i>If ABN has not been provided, please complete and attach an ATO Statement by Supplier</i>	
Street Address:			
Postal Address:			
Email Address:		Phone Number:	
Registered for GST?		Change of Ownership?	
Type of Service		Terms of Trade:	

Section 4: Bank Details

Financial Institution:		Account Name:	
BSB:		Account Number:	
Remittance Email Address: (if different from above)			

Section 5: Applicant's Authorisation - Must be Completed

Name		Signature:	
Title / Position:			
Date:			

Please complete all required sections of this form and return to accounts@albany.wa.gov.au. Incomplete / illegible forms will be returned for correction.

OFFICE USE ONLY			
New Creditor Code:		Update of Creditor Code:	
T/PAR & GST Memo Actioned:		Names & Address Code:	
Input by:		Cross Checked by:	
Signature:		Signature:	

IMPORTANT INFORMATION FOR SUPPLIERS

Trading Terms

Payment will be made as noted in the Terms of Trade section (3) of this form. If no terms of trade information is supplied, payment will be made 30 days from the invoice date.

Invoicing

Please ensure the following details are included on your invoice:

- A valid purchase order number. (If you haven't received a purchase order, you will need to contact the Responsible Officer who requested your goods / service.)
- An invoice number and invoice date.
- GST amount (if any) payable.
- Brief description of the goods / service.
- Addressed to City of Albany.

Privacy

The details on this form have been collected for the purpose of supplier information only. Information supplied is handled in accordance with the *Australian Privacy Act 1988* and will be accessed only by persons authorised to do so. Your information will not be given to any other person or agency unless you have given the City of Albany permission, or the disclosure is required by law.

General Information

Payments are processed weekly on a Thursday and will be made via EFT. If incorrect or incomplete bank details are provided, the City of Albany may be required to delay payment until the correct details have been provided.

Invoices without a valid purchase order will not be paid.

Questions regarding invoicing and payment should be directed to the Accounts team, any other questions should be directed to the Responsible Officer.

Invoices must be sent to accounts@albany.wa.gov.au. Invoices will be returned for correction if they do not comply with the above invoice requirements.

Questions?

Contact the Accounts Team
for more information:

E: accounts@albany.wa.gov.au

T: (08) 6820 3101