	Invercargill City Council		A3548221	
	Name and No	SUPPLIER / CONTRACTOR / SERVICE PROVIDER ACCOUNT APPLICATION		

SUPPLIER DETAILS				
Business Name:				
Trading As (if relevant):				
Postal Address:	PO Box / Private Bag			
	or Number / Street			
	Suburb / Town			
	City / Region			
	Country (if not NZ)		Post Code:	
Physical Address: (if different to above)	Number and Street			
	Suburb / Town			
	City / Region			
NZ Business Number		GST Registration No:		
Legal Structure		Company / Sole Trader / Trust / Partnership		

INDEPENDENT CONTRACTORS			
IR330C: <i>Copy must be provided with this application</i>	YES / NO	Withholding Tax Exemption: <i>Copy must be provided with this application</i>	YES / NO

SUPPLIER ACCOUNTS CONTACT			
Name:		Job Title:	
Main Telephone:		Telephone:	
Email Address for remittances:			


SUPPLIER PAYMENT DETAILS (<i>*Bank Account Confirmation must be Provided by the Supplier*</i>)				
Bank Account name:				
Bank		Branch		
Bank a /c Number:				
	Bank	Branch	Account Number	Suffix

OVERSEAS SUPPLIER PAYMENT DETAILS (<i>*Bank Account Confirmation must be Provided by Overseas Supplier*</i>)			
SWIFT Code	BSB number	Wire Transfer number	IBAN number
Email all Invoices and Statements to:	Payment may be delayed if invoices are not emailed to this address apinvoices@icc.govt.nz Statements can be mailed to askaccountspayable@icc.govt.nz		

IMPORTANT INVOICE REQUIREMENTS	
All valid Invoices which quote the correct Council purchase order number, will be paid on the 20th of the month following invoice date. Both parties agree to resolve queries quickly to ensure full payment of invoices can occur on the 20th of the month. If the 20th falls on a weekend or public holiday, payment will be made no later than first business day after the 20th.	

PREQUALIFICATION PROCESS if providing physical works or attending Construction sites	
Process	Invercargill City Council have a 'Green' prequalification process with Sitewise. If you are already pre-qualified please advise (refer https://sitewise.co.nz):
PreQual Contractor ID	Our Contact Person:

SUPPLIER AGREEMENT			
The Supplier agrees to comply with the Invercargill City Council Purchase Order Terms and Conditions.			
Name:		Job Title:	
Signed:		Date:	
Email Address:		Phone:	

	Invercargill City Council		A3548221
	Name and No	SUPPLIER / CONTRACTOR / SERVICE PROVIDER ACCOUNT APPLICATION	

COUNCIL STAFF TO COMPLETE			
REQUEST DETAILS			
Risk Management:	<input type="checkbox"/> This form only <input type="checkbox"/> PreQual Required <input type="checkbox"/> PreQual & specific requirements to be met		
Requested By:		Date Requested:	
Reason why we need this supplier:			
Council SETUP DETAILS (All signatories must be included prior to set-up by Finance)			
Approved by GM or Manager reporting to GM	Recommends the addition of the Supplier to ther Vendor List		Date:

Terms and Conditions

<https://icc.govt.nz/wp-content/uploads/2022/01/2021-11-01-ICC-Purchase-Order-Standard-Terms-and-Conditions-attach-to-Supplier-SetUp-Form-A3601181.pdf>

* What is acceptable proof of a bank account

Any of the following can be provided and it MUST INCLUDE both the bank account name and number.

1. Scheenshot from internet banking
2. Bank deposit slip
3. Copy of the top part of bank statement
4. Printout of bank account from ATM machine provided it shows the bank account name and number
5. Letter from your bank (some banks can provide this instantly from the internet banking app)