

OTAGO REGIONAL COUNCIL

New (or Update) Supplier Details [Supplier to Complete]

Please fill in the below fields to enable ORC to set you up as a Supplier within Accounts Payable. Once completed, forward this form along with all required supporting documentation via email to your contact at Otago Regional Council.

Please note that an ORC Purchase Order number must be quoted on all invoices, and these should be sent to finance@orc.govt.nz for processing.

Supplier Details

Entity Type			
Legal Name		Trading Name (if different)	
Addresses	<i>Physical Address</i>		<i>Postal Address</i>
Phone Number		NZBN (New Zealand Business Number) <i>if not based in NZ please provide equivalent</i>	
Are you registered for NZ GST?	Yes	NZ GST Number	No
Are you a contractor receiving schedular payments as defined on the Tax rate notification for contractors form?			
Yes No			
<i>If yes has been selected, please complete an IR330C and attach it to this document, or attach either a current Certificate of Exemption, or a current Reduced Rate Certificate.</i>			

Ordering Details

Sales Contact Name		Sales Contact Phone	
Sales Contact Email		Preferred Contact Method	Phone Email

Payment Details

Bank		Branch	
Account Name			
Account Number			
Payment Terms			
Invoicing Currency		Bank Particulars	
Remittance Email			

Please attach proof of bank details, such as a copy of your deposit slip, a copy of a statement, or a screenshot of your online banking which clearly shows your supplier name and/or trading name and bank account number. Please redact all transaction lines for your privacy

New (or Update) Supplier Details [*Continued*]

If you are a registered company, please record the company's registration details below as shown on the [Companies Office Website](#).

Companies Register

Company Number		NZBN	
Incorporated Date			
Directors			
Shareholdings			

Conflict of Interest

To the best of your knowledge, is any director, owner, employee, or beneficiary of this entity a current or former employee of the Otago Regional Council?

Yes [current]

Yes [Former]

No

If yes has been selected, please disclose any actual, potential, or perceived conflicts of interest the entity may have if it were to provide goods and/or services to Otago Regional Council below.

Supplier Declaration

I declare that the information given on this application is true and correct and is authorised to make this declaration on behalf of the Supplier.

Full Name:

Job Title:

Signature:

Date:

Please ensure all applicable fields on this form is complete. Once completed forward this form along with all required documentation to your contact at Otago Regional Council

NEW SUPPLIER CHECKLIST

1: Supplier Information [ORC Department Staff to Complete]

Name of Supplier

Frequency of Usage

Ongoing | One-off

Services to be (or can be) Performed

Items to be Purchased

Existing Suppliers

Is there an existing pre-qualified supplier who can provide the same goods/service?

Yes

|

No

if yes is selected, please list the existing pre-qualified supplier(s) and provide justification for the requirement of adding an additional supplier

Health and Safety check

All contractors/suppliers providing services to ORC must pass a health and safety pre-qualification process prior to commencing work. Documentation must be forwarded to the [Safety & Wellbeing Team](#) for review.

Please ensure that all parties have read and understood ORC's contractor safety policy, which explains the process and what documentation is needed.

The policy and supporting documentation can be found [here](#) on ORC's website:

Select one of the following:

Health and Safety Approved – Low Risk

Not applicable (only to be ticked for goods, subscriptions, equipment hire – refer to policy)

Health and Safety Approved – Med-High Risk

2: Conflict of Interest Declaration [ORC Department Staff to Complete]

Conflict of Interest Declaration

All employees are expected to disclose all actual, potential, or perceived conflicts of interest they have. Employees should err on the side of caution in deciding whether to make a disclosure.

For guidance on Conflicts of Interest refer to the [Conflict of Interest and Gift Policy](#).

Before completing this acknowledgment, please review the directors and shareholders of this entity provided by the supplier in the [companies register section on page 2 of the New Supplier Details form](#).

I have reviewed the directors and shareholders provided by the potential supplier and, to the best of my knowledge, there are no conflicts of interests with this entity to disclose. Conflicts of interest may also include any owner, employee, or beneficiary of the entity (including former employees of ORC).

The Employee Conflict of Interest disclosure form has been completed, signed and has been submitted to the People and Culture Team.

3: Supplier's Details [ORC Department Staff to Review]

Ensure that the new supplier details form has been fully completed by the supplier.

4: Signature [ORC Department Staff to Complete]

This form has been completed by

Signature:

Date:

Please forward both the 'New Supplier Checklist' and the completed 'New Supplier Details' form to finance@orc.govt.nz.
Accounts Payable will review this New Supplier Request and advise of the outcome

5: Council Review [ORC Accounts Payable Staff to Complete]

Supplier Creation Approved	Set up in Sun	Set up in IPOS	Creditor Code:
Supplier Creation Not Approved	To pay through ePay	To pay on PCard	

Documents saved in Objective - Finance \ Creditors \ Suppliers details

- New Supplier Checklist
- New Supplier Details
- Bank Account Details
- Relevant Certificates or Certification
- Other documents as necessary (e.g Tax Rates Notification for contractors - IR330C)