

# New Supplier Form – Part 1

*This document is available in Welsh*

**This form should be completed in full by the Supplier, to onboard them to our finance system.**

## Governing Terms and Conditions

- If we have arranged a contract with you, please tick here .
- **If we do not have a contract with you**, please review the IOPC’s Terms & Conditions for Goods and Services at the following link – <https://www.policeconduct.gov.uk/publications/terms-and-conditions-goods-and-services>
- Your signature on New Supplier Form – Part 1 confirms your acceptance of the IOPC Terms and Conditions Goods and Services.
- Have you completed and returned the Data Protection Supplier Questionnaire - <https://www.policeconduct.gov.uk/publications/data-protection-supplier-questionnaire>
- **The IOPC operate a NO PO NO PAY policy. Therefore, a Purchase Order number must be present on all invoices sent to IOPC via [invoices@policeconduct.gov.uk](mailto:invoices@policeconduct.gov.uk).**
- If mileage is to be charged on your invoices, IOPC will pay at the HM Revenue & Customs mileage rate only.
- **The Supplier will need to need to attach a letter or formal confirmation of their bank details on company headed paper with this form.**

Supplier Details	
<b>Supplier Trading Name</b>	
<b>Supplier Address</b>	
<b>Telephone Number</b>	
<b>Company registration number</b>	
<b>VAT registration number</b>	
<b>Remittance payment advice address</b> (if different from address above)	
<b>Email address for remittance advice</b>	

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Page 1 of 2

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<b>Payment terms</b> (e.g. 30 days from invoice date)			
Signed for and on behalf of the supplier			
<b>Name of supplier's representative:</b>		Position:	
Signature:		Date:	

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