

# UOWD FINANCE - SUPPLIER DETAILS



UNIVERSITY  
OF WOLLONGONG  
IN DUBAI

## SUPPLIER DETAILS

|                         |  |           |  |
|-------------------------|--|-----------|--|
| SUPPLIER NAME IN FULL   | <input style="width: 100%;" type="text"/>  |           |  |
| CURRENT MAILING ADDRESS | <input style="width: 100%;" type="text"/>  |           |  |
| TAX REGISTRATION NUMBER | <input style="width: 100%;" type="text"/> <i>* For suppliers within United Arab Emirates</i> |           |  |
| STATE/EMIRATE           | <input style="width: 150px;" type="text"/>   | POST CODE | <input style="width: 100px;" type="text"/> |
| COUNTRY                 | <input style="width: 100%;" type="text"/>  |           |  |
| PHONE NO                | <input style="width: 150px;" type="text"/>   | MOBILE NO | <input style="width: 150px;" type="text"/> |
|                         |  | E-mail    | <input style="width: 150px;" type="text"/> |

## SUPPLIER'S BANK DETAILS

|                  |  |                   |  |
|------------------|--|-------------------|--|
| BANK NAME        | <input style="width: 100%;" type="text"/>  |                   |  |
| BRANCH           | <input style="width: 100%;" type="text"/>  |                   |  |
| BENEFICIARY NAME | <input style="width: 100%;" type="text"/>  |                   |  |
| ACCOUNT NO       | <input style="width: 200px;" type="text"/> | CURRENCY INVOICED | <input style="width: 150px;" type="text"/> |
| SWIFT/ROUTING NO | <input style="width: 150px;" type="text"/> | IBAN              | <input style="width: 250px;" type="text"/> |

## TERMS & CONDITIONS

1. UOWD is under no obligation to verify the above bank account details and any changes must be notified to UOWD in writing.
2. UOWD will not be responsible for any delays in payment or errors outside the reasonable control of UOWD including but not limited to delays or errors in the banking system or errors in bank account details provided.
3. UOWD payment terms will be as per agreed terms and conditions .
4. For local suppliers within UAE, Invoices without Tax Number will not be honoured from 1st January 2018.
5. The Vendor agrees to repay the UOWD on demand any payments credited to the Vendor in error and UOWD reserves the right to set off the amount of any overpayments.made in error against any future debt or liability owing by UOWD to the Vendor.

Full Name \_\_\_\_\_ Authorized Signature & Stamp \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

## DECLARATION TO BE FILLED BY UOWD STAFF

This section need to be filled by the department who has initiated the purchase request

I have reviewed the current list of preferred suppliers and request the addition of this new supplier due to (please tick);

- |  |  |
|--|--|
| <input type="checkbox"/> No current alternate supplier         | <input type="checkbox"/> One off speciality purchase (Attach documents to support) |
| <input type="checkbox"/> One off speciality purchase           | <input type="checkbox"/> Better quality and service (Attach documents to support)  |
| <input type="checkbox"/> Not available from preferred supplier | <input type="checkbox"/> Other, please specify below                               |

**Please scan & email the completed form to [accountspayable@uowdubai.ac.ae](mailto:accountspayable@uowdubai.ac.ae) for processing**

|   |  |
|---|--|
| FULL NAME <input style="width: 100%;" type="text"/> | E-MAIL <input style="width: 100%;" type="text"/> |
| POSITION <input style="width: 100%;" type="text"/>  | PHONE <input style="width: 100%;" type="text"/>  |
| UNIT/DEPT <input style="width: 100%;" type="text"/> | FAX No <input style="width: 100%;" type="text"/> |

Description of goods or services being procured attach documentation along with the Payment requisition

*To classify the Supplier a clear description of goods/services is required. If the description is unclear the form may be returned for further clarification.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FINANCE USE ONLY

JDE SUPPLIER NO \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Entered By : \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_