



Vendor creation form

Vendor details

Vendor's name

Vendor's trading name

Australian Business number (ABN) (if no ABN, complete the [ATO Statement by a supplier form](#))

Postal address

City

State

Post code

Phone number

Fax number

Email address

Contact name

Banking details

Bank account name

Bank code (BSB)

Account number

Preferred method to receive remittances email post fax

Vendor's signature*

It is Commonwealth Government policy that all suppliers are paid by electronic funds transfer. AFMA's standard payment terms are 28 days from invoice date.

AFMA Finance section only

Vendor details entered by

Date

Signature

Vendor details confirmed by

Date

Signature

* If Vendor is unable to supply signature, notification from the vendor with a company letterhead will suffice for verification of Banking Details. This can be electronically submitted (i.e. via email) to Finance.

AFMA ABN 81098497517