



Australian Government

Department of the Prime Minister and Cabinet

VENDOR INFORMATION REQUEST

Clients to ensure you are paid promptly, please submit this form prior to invoicing.

Please return this form, or if you need assistance to complete the form, please contact your Departmental Officer.

Australian Government payment terms are 30 days from the date of receipt of a correctly rendered tax invoice.

PM&C Departmental Officers

Please forward requests for Technology One and IMPACT creditors or vendors to:

HELP-AccountsPayable@pmc.gov.au

For INDIGO clients, please forward the form to the Agreement Manager

PM&C Contact Person (to be completed by PM&C officer)			
Name	s 22(1)(b)(ii)	Phone Number	s 22(1)(b)(ii)
<i>Please check to boxes below to indicate the system or party details</i>			
<input checked="" type="checkbox"/> Tech1 Departmental Party	<input type="checkbox"/> Tech1 Administered Party	<input type="checkbox"/> IMPACT (DSS SAP) Vendor	
Vendor Contact Person (enter vendor information only)			
Contact Name	s 47F	Phone Number	s 47F
Contact Email	s 47F	Fax Number	n/a
Existing Vendor No	no		
Vendor Details			
Trading Name	Be Applied Ltd		
Legal Name	Be Applied Ltd		
Accounts Receivable Email	s 47F		
Accounts Receivable Phone	s 47F		
Postal Address	4 Matthew Parker Street	ABN	n/a
City / Suburb	London	Registered for GST	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State / Postcode	SW1H 9NP	Statement by Supplier is required If not registered for GST	
Industry Group (this section completed by the vendor)			
<input checked="" type="checkbox"/> Small Business (less than 20 staff)	<input type="checkbox"/> Medium Business (21 – 200 staff)	<input type="checkbox"/> Large Business (more than 201 staff)	
<input type="checkbox"/> Business (including sole trader)	<input type="checkbox"/> Non-Business Individual	<input type="checkbox"/> Australian Disability Enterprise	
<input type="checkbox"/> Federal Government	<input type="checkbox"/> State / Local Government	<input type="checkbox"/> Supply Nation Certified	
Vendor Bank Details (bank details must be confirmed in writing by the vendor - invoice, email or a signature below)			
Financial Institution (eg ANZ)	s 47G(1)(a)	Account Name	s 47G(1)(a)
BSB (six digits)	s 47G(1)(a)	Account Number	s 47G(1)(a)
Vendor Authorisation (to be completed by an authorised vendor representative to confirm account details)			
Name:	Signature: see email or document		Date:

Privacy and Confidentiality: The information in this document is classified as 'commercial in confidence' and is subject to the privacy and confidentiality laws of the Commonwealth. The information is to be used for the sole purpose of transacting business.

TAX INVOICE

Prepared for Tara Oliver, BETA team Department of the Prime Minister and Cabinet PO Box 6500 Canberra ACT 2600 Australia
 Attention: Tara Oliver
 Department of the Prime Minister and Cabinet
 PO Box 6500
 Canberra
 ACT
 2600
 AUSTRALIA

Invoice Date
8 Dec 2016

Invoice Number
INV-00014

Applied
 Attention: Accounts
 4 Matthew Parker Street
 London
 SW1H 9NP
 UNITED KINGDOM

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
One off role	2.00	200.00	50.00%	No VAT	200.00
Subtotal (includes a discount of 200.00)					200.00
TOTAL NO VAT					0.00
TOTAL GBP					200.00

Due Date: 8 Jan 2017

PAYMENT ADVICE

To: Applied
 Attention: Accounts
 4 Matthew Parker Street
 London
 SW1H 9NP
 UNITED KINGDOM

Customer Prepared for Tara Oliver, BETA team
 Department of the Prime Minister
 and Cabinet PO Box 6500 Canberra
 ACT 2600 Australia

Invoice Number INV-00014

Amount Due 200.00

Due Date 8 Jan 2017

Amount Enclosed

Enter the amount you are paying above

Bank	s 47G(1)(a)
Account number	
Sort code	
IBAN	