

Supplier Data Capture Form – E Procurement



General Information – *Please complete blank fields if applicable*

CCC Supplier No:	
Company Name:	
Company Address:	
Web Site Address:	
Telephone Number:	
Fax Number:	

Electronic Purchase Orders – *Information required by Cambridge City Council to place electronic orders with you*

E-Mail address for orders:	
----------------------------	--

Bank Details –

Account Name:	
Bank Account Number:	
Bank Sort Code:	

Future Developments

In the future to improve efficiency, we propose to send remittance advice notes to you electronically. If you are in a position to accept remittances via email please fill in the address below.

E-Mail address for remittance:	
--------------------------------	--

Does your company have the capability to send invoices electronically?

Is your company developing or planning to develop the capability to send Invoices electronically?

If yes, please give a date when this capability is likely to be available

I confirm on behalf of the above named supplier (“us”) that the information provided above is true and accurate and authorise Cambridge City Council to use the details and agree to orders being sent to us using standard e-mails.

I confirm that I understand and accept that Council does not guarantee the security of information contained in orders sent to us when they are transmitted via the Internet

Authorised Signatory:..... **Date:**.....

Position within Company:.....

Thank you for completing this form – Please return to Karl Tattam, Cambridge City Council, Finance, Lion House, Lion Yard, Cambridge CB2 3NA