

New supplier form

In order for Rathbones to make payment for goods and/or services, it is necessary to complete this form in **FULL**, ensuring that all details are correct as independent verification checks will be carried out to validate them.

Section A - to be completed by supplier

Company name
(including trading name if different)

Company registered address

Company registration number

Email address for purchase order
(Please include account manager details
if appropriate)

Telephone number

Email address for remittance advice

Bank details	Sort code	Account
	Account name	Bank name

If you require payment in a currency
other than GBP please state full details
including IBAN and SWIFT codes

Do you, or anybody associated with the ownership of your company have a direct relationship with any employee at Rathbones Group Plc or any of its subsidiaries?	Yes	No
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If the answer is Yes, please
provide details

Your full name

Your position in the company

Declaration: I confirm that all details entered onto this form are correct and accept that independent verification checks will be completed to validate these details prior to any purchase order being raised by Rathbones

Signature

Date

Telephone no

Email

New supplier form

Section B - to be completed by Rathbones staff

Has the existing supplier list been reviewed to see if requirement can be fulfilled? Yes No

Have quotes been sourced and reviewed by authorised approver?

Will a contract be signed with the new supplier? Yes No

If Yes, who has reviewed and signed the contract on behalf of Rathbones?

How long will the contract run for?

Name

Signature

Position

Home cost centre

Department

Declaration: I confirm that all necessary due diligence has been carried out and authorise the use of the supplier as a provider of goods and/or services to Rathbones Group Plc or any of its subsidiaries

Authorised approver

Signature

Section C - to be completed by Rathbones Accounts Payable

Name

Date entered into SUN

Have all supplier details been independently verified? Yes No

Checked by

Important

1. Invoices will only be paid against an approved purchase order, please ensure the PO reference is clearly stated on invoices.
2. Supplier invoice processing is automated, to avoid delays to payment please ensure:
 - a) Invoices are presented in PDF format
 - b) Email invoices to accountspayable@rathbones.com
3. Rathbones standard payment terms are 30 days net.