### ddletb logo_colour main RGB

### **Bord Oideachais agus Oiliúna Baile Átha Cliath & Dhún Laoghaire**

### **Dublin and Dún Laoghaire Education and Training Board**

### **1 Tuansgate Belgard Square East Tallaght Dublin 24**

Tel: 01 452 9600 Email: procurement@ddletb.ie

### **SUPPLIER SET UP FORM (please complete in BLOCK CAPITALS) – NOV 2021**

|  |  |
| --- | --- |
| SUPPLIER CODE (office use only) |  |
| ***Account Name*** |  |
| ***Name – Registered on Revenue***  |  |
| ***Address 1*** |  |
| ***Address 2*** |  |
| ***Telephone/Fax Number*** |  |
| ***Contact Name*** |  |
| ***E-Mail Address (FOR REMITTANCE)*** |  |
| ***Employment Status (E.g.: Self Employed)*** |  |
| ***Please indicate if it is a supply of goods and/or service***  |  |
| ***Please provide a brief description of the nature of goods/service*** |  |
| ***Company Registration Number*** |  |
| ***VAT Registration Number/PPS Number –******You must hold a Valid Tax Clearance Certificate*** |  |
| ***Bank Name*** |  |
| ***Bank Address*** |  |
| **BIC Code** |  |  |  |  |  |  |  |  |  |  |  |  |
| **IBAN PLEASE ATTACH A COPY OF THE TOP PART OF YOUR BANK STATEMENT** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **IBAN CONTINUED** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Signatory for the Company******TYPED NOT ACCEPTED*** |  |
| ***Please enter the Company Stamp*** |  |
| ***Email address of contact in school or Centre you are supplying*** |  |

**Completed Forms should be returned to PROCUREMENT at** **procurement****@ddletb.ie (Please include the name of the School/Centre that you are engaging with)**

**THIS FORM WILL ONLY BE ACCEPTED IF ALL SUPPORTING DOCUMENTS ARE ATTACHED.**

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| ***For office use only*** |
| Notes:  |