

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 - <u>You must hold a Valid Tax Clearance Certificate</u>	
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.

For office use only

Notes: