



Australian Government

Bureau of Meteorology

VENDOR CREATION/AMENDMENT FORM

Post to Finance Section Head Office or fax to 03 9669 4254

Company Code : Please Tick One BoM <input type="checkbox"/> CLRG <input type="checkbox"/> ADMN <input type="checkbox"/>	Account Group* Z
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Vendor Number

If Vendor Amendment - please enter Vendor Number, Vendor Name and only details to be changed. Please attach supporting documentation for all Vendor creation/amendments.

VENDOR'S DETAILS			
Title/Name			
Address-Street:			
City	State	Post Code	
PO Box	City	State	Postcode
SALES:			
Contacts:		Phone Number: ()	
Email:		Fax Number: ()	
ACCOUNTS:			
Contacts:		Phone Number: ()	
Email:		(EFT advice) Fax Number: ()	
Taxation Status			
ABN:		Registered For GST? Yes/No	
"Hobby declaration" <input type="checkbox"/>	"With-holding Tax" <input type="checkbox"/>		
"Private or Domestic Nature" <input type="checkbox"/>	"Non-Resident" <input type="checkbox"/>		
"Exempt from Income Tax" <input type="checkbox"/>	"No Profit or gain Expected" <input type="checkbox"/>		

DEFAULT PAYMENT METHOD		
Electronic Funds Transfer <input type="checkbox"/>	Cheque <input type="checkbox"/>	Credit Card <input type="checkbox"/>

***** Mandatory supporting documentation required for banking details. *****

BANK ACCOUNT DETAILS		
Bank and Branch	BSB Number	Account Number

PURCHASING VIEW	(Will Vendor be used for Purchasing?)	Yes/No
Currency:	Trading Terms:	days

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Requested by
Name (print):
Phone No.

Vendors Clerk
Originator Advised:
Phone/email

Z001 - BoM General Vendor	Z002 - BoM Staff Vendor	Z003 - BoM FED Government Vendor	Z004 - BoM Overseas Vendor
Z005 - BoM Co-Op Vendors	ZCRD - BoM Credit Card Accounts	ZONE - One Time Vendor	