

New Supplier set up document requirements

The below information is mandatory to set your organisation up on the London Borough of Ealing Payment database.

Insufficient information provided, will result in delayed payment.

Supplier document 1 – Letter

Include all the below:

1. On company letter headed paper
2. Addressed to London Borough of Ealing
3. Dated within 30 days of receipt of request
4. Full postal address and contact number for the company
5. Company registration and VAT if applicable
6. Unique Tax Reference number (UTR) if building/construction company
7. Generic email address for receipt of remittance advices
8. Name of bank and account name
9. Bank account number & sort code
10. Signed by an authorised signatory

Signatories accepted include the following (please ensure the name and position is stated on the letter):

- Chief Executive Officer
- Managing Director
- Financial Director
- Accounts Manager
- Finance Manager
- Credit Control Manager
- Treasurer

Supplier document 2 – Bank Details

We require **one** of the documents below:

- A copy of the bank giro/paying in slip
- A statement dated within the last 3-6 months, clearly showing bank's logo and company's bank details
- A signed letter from the bank, dated within 30 days of receipt, quoting the company's bank account details.

Internal document 1 (Trade suppliers only)

New Supplier Business Cases are no longer required.

However, all new suppliers must be entered onto the Contracts Register. Once the entry on the Contracts Register is completed and approved you will receive an approval email. This approval email received from the App must then be uploaded onto Business World as proof for the P2P supplier set up process.

Contracts can be added to the Contracts Register via the '[Contracts Manager App](#)'. Guidance on how to use the App can be seen on the [video](#), available on our intranet.

Internal document 2 (all suppliers)

- New supplier checklist – updated version on intranet
This must be completed and signed off by your service head (**Approver Level 3** £15,000 or above)

Internal document 3 (if applicable)

- Authorisation of consultancy form

If you are procuring the services of consultant/consultancy company this form must be provided. This entails services that could have been provided by a department/employee within LBE.

