



Department of Communities Microsoft Dynamics AX Vendor Record (VR) Creation/Update FORM

Notes:

- Information denoted with an Asterix (*) must be provided before your request can proceed.
- If the value of goods and services to be provided exceeds \$50,000 please contact Procurement for the relevant vendor contract details.
- If changes to bank details are requested these must be independently verified before proceeding.
- If you are not sure if the information is correct, please confirm it with the business/company concerned prior to requesting the change.
- Often change of business details indicate a possible change of business ownership.
Please ask the question.
- If the legal entity is a trust, please provide name of trustee also.
- Information denoted with a double Asterix (**) must be provided when supplying bank details.
- Requests for creation of a Company or Business must be accompanied by an invoice copy that shows the full Company/Business details.
- Click [here](#) to access examples of appropriate support documents.
- 10. Mail completed request and attachments to vendors@housing.wa.gov.au**

N	* Is this Vendor a private individual? (ie., NOT a business or company)? (Y/N)		
	New VR? (Y/N) If Y, include VR ref (e.g., VEND001234):		
	* Is Vendor in PAMS? (Y/N)	PBA vendor? (Y/N)	Habitat vendor? (Y/N)
If Habitat vendor, enter Habitat <i>Person Reference Number</i> .			

* Name of Requesting Officer	User ID	Date (dd/mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

*** Vendor Trading Name (As it appears on the vendor's documentation, max. 90 Characters)**

*** Vendor Legal Name (As it appears on the vendor's documentation, max. 90 Characters)**

*** Postal Address**

Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Business Address (if different to Postal Address)

Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

* Key vendor contact name	Phone
<input type="text"/>	<input type="text"/>

Email (for business contact)

Email (for remittance advice) if different from business email

** Bank Account Name (for example, A J Citizen or A J & B J Citizen)

** BSB (Must be six digits)

** Account Number

Name of Bank

* Vendor's ABN (Australian Business Number)

OR Non-ABN Status (e.g., Staff)

If the value of goods and services to be provided is greater than \$50,000 please enter the following details (refer the relevant Procurement Initiation Form):

Type of procurement (G&S, CUA, Works etc)

Contract Number:

Estimated contract length:

Estimated contract value:

Other relevant information:

FINANCE USE ONLY

Type "Yes" or "No" in the box to the right of each field.

Banking details change?

If yes, has the vendor been contacted?

Contact details verified?

ABN Confirmed?

Terms of Payment confirmed?

Method of Payment confirmed?

BSB / Bank account confirmed?

Bank account holder's name verified?

Enter the contact details of person contacted to verify the above details:

Name:

Date:

Vendor Controller Name:

Signature:

Date: