

## NEW SUPPLIER FORM

**NOTE** This form should be used to request the set-up of a new supplier on the Globe's finance system.

**SECTION ONE** Must be completed by the contact at Shakespeare's Globe who is requesting the supplier set-up. Once Section One is complete, the form should be emailed to the supplier to complete Section Two.

**SECTION TWO** Must be completed by the supplier and emailed directly to:  
**suppliers@shakespearesglobe.com**

**SECTION ONE** To be completed by Globe employee. *(PLEASE COMPLETE IN BLOCK CAPITALS)*

<b>Name of Globe contact</b>	
<b>Department</b>	
<b>Area of activity for new supplier</b>	

**SECTION TWO** To be completed by the supplier. *(PLEASE COMPLETE IN BLOCK CAPITALS)*

<b>Supplier name</b>			
<b>Supplier address</b>	Address 1		
	Address 2		
	Town/City		
	Country	Postcode	
<b>Contact Name</b>			
<b>Contact telephone number</b>			
<b>Contact email</b>			
<b>VAT registration number</b>			
<b>Supplier company reg. no / UTR / NI</b>			
<b>Bank name</b>			
<b>Bank address</b>	Address 1		
	Address 2		
	Town / City		
	Country	Postcode	
<b>Name on bank account</b>			
<b>Bank sort code</b> (please print clearly)			
<b>Bank account number</b> (please print clearly)			
<b>IBAN</b> (if outside the UK)			
<b>SWIFT Code</b> (if outside the UK)			
<b>Supplier Finance Manager Name</b>			
<b>Supplier Finance Manager Signature</b>		Date	

Note that standard Globe payment terms are 30 days from receipt of invoice. All invoices should quote a Globe Purchase Order. These will take the form of either SGT7 \_\_\_\_\_ or SGTTL8 \_\_\_\_\_. Purchase Orders will be sent to the email address given above.