

## Supplier Request Form/ Change Request Form

<b>*Date:</b>	
<b>*Registered Supplier Name:</b>	
<b>*Registered Address:</b>	
<b>*Post Code:</b>	
<b>*Country:</b>	
<b>*Currency:</b>	
<b>*VAT Registration Number (if applicable):</b>	
<b>*Finance contact email:</b>	
<b>*Finance contact phone no:</b>	
<b>*Payment Terms:</b> (Are the terms in line with company standard payment policy stated below)  <b>If no, please complete:</b> <b>*Number of payment days agreed with supplier:</b> <b>*Reasons why they are not in line with the company standard policy:</b>	<input type="checkbox"/> Yes   <input type="checkbox"/> No <div style="text-align: right; margin-right: 20px;">Days</div>
<b><u>Bank Details</u></b>	
<b>*Bank Name:</b>	
<b>*Bank Address:</b>	
<b>*Account Name:</b>	
<b>*Account Number:</b>	
<b>*SWIFT/BIC Code:</b>	
<b>*IBAN (if applicable):</b>	

\*Please email this form as an attachment to [invoices@jato.com](mailto:invoices@jato.com) with bank details on letterheaded paper

As part of our supplier onboarding process, we require a "New Supplier Form" to be completed, which includes sections for your company's bank details. We kindly request that you fill out this form on your official letterhead paper to ensure authenticity and accuracy

We will need to verify the bank details you have provided by telephone and one of our Finance team will be in touch with your finance contact. Alternatively, please contact the finance team by email on [invoices@jato.com](mailto:invoices@jato.com) directly to schedule a verification call at your earliest convenience

All invoices will need to be sent to [jatodynamics\\_invoicecapture@concur solutions.com](mailto:jatodynamics_invoicecapture@concur solutions.com) with a valid PO referenced on the invoice. Invoices without a valid PO will be rejected

**Standard Payment Policy:** The standard payment terms of JATO Dynamics Ltd are 60 days from end of month of receipt of invoice (if later than the date of invoice)