**Supplier Amendment Form**

**[This Form is For Internal Use Only]**

**Requester Details**

|  |  |
| --- | --- |
| Name: |  |
| E-Mail Address: |  |
| Contact number: |  |
| College/ Department of Requester: |  |
| Date of Request: |  |

I wish to (please tick appropriate box):

* Add an Item Code to an existing supplier
* Amend an existing supplier’s details

**Proactis Supplier Number**

|  |
| --- |
|  |

**Supplier Name as it appears on Proactis**

|  |
| --- |
|  |

**Brief Description of Purchase**

|  |
| --- |
|  |

**Proactis Item code to be added to this supplier (complete at least one code and example below)**

A list of Proactis item codes that can be used can be found at:

<https://intranet.birmingham.ac.uk/account/login.aspx?ReturnURL=https%3a%2f%2fintranet.birmingham.ac.uk%2ffinance%2fdocuments%2fstaff%2fCodelist.xls>

|  |  |
| --- | --- |
| Code (eg. 23900) |  |
| Example of Order Line |  |

|  |  |
| --- | --- |
| Code (eg. 23900) |  |
| Example of Order Line |  |

**Change to Supplier Details**

Please indicate what supplier details are to be updated. Please submit confirmation from the supplier that this change is to be applied to their account. Submissions without confirmation from the supplier of this change will be rejected. Complete only the sections that are requiring changes to be made.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Legal Entity Name: |  | | | | | |
| Type of Business Entity: | PLC | Ltd | Partnership | Holding company | Sole Proprietor | Other (please state) |
| Full Trading Name if different from above: |  | | | | | |
| Company Registration No: |  | | | | | |
| Charity No (if applicable): |  | | | | | |

|  |  |  |
| --- | --- | --- |
|  | **Order Address** | **Payment Address** |
| Address Line 1 |  |  |
| Address Line 2 |  |  |
| Address Line 3 |  |  |
| Town/City |  |  |
| Postcode |  |  |
| Country |  |  |
| Telephone |  |  |
| Email address |  |  |

|  |  |  |
| --- | --- | --- |
| **Supplier Contact(s)** | **1** | **2** |
| Name |  |  |
| Email Address |  |  |

|  |  |
| --- | --- |
| VAT number |  |
| Other reason |  |
|  |

What you need to do now:

• Once you have completed the sections with the necessary information send this form **plus the confirmation of the change from the supplier** to the following email address:

[ADM-SupplierReq@adf.bham.ac.uk](mailto:ADM-SupplierReq@adf.bham.ac.uk)