Dear \_\_\_\_\_\_\_\_\_\_\_\_\_

I am in the process of preparing an order for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (quote attached), however Charles Sturt University use an eProcurement system called Unimarket and your company is currently not registered on the system. I need to establish your company on Unimarket before I can create the order.

Below is the information I need to complete the registration. Can you please enter details in blank fields and return to myself:

|  |  |
| --- | --- |
| CSU operates on [30 day account terms](https://about.csu.edu.au/resources/finance/Standard-Terms-and-Conditions-of-Purchase.pdf). Is your company happy to provide a 30 day account? (Yes or No) |  |
| Supplier Name |  |
| ABN (if applicable) |  |
| CSU Account No with the supplier (if applicable) |  |
| Supplier Purchasing Contact Name |  |
| **Physical Address:** |  |
| Street Address |  |
| City |  |
| State |  |
| Postcode |  |
| Country |  |
| Phone number |  |
| Email address for orders |  |
| Email address for remittance advices |  |
| **Banking Details:** |  |
| Account Name |  |
| BSB |  |
| Account No |  |
| Additional bank details  For example, if the bank is an international financial institute you may require an IBAN, the bank name and address, etc. |  |
| Supporting documentation  If you have something from the supplier that confirms their ABN, email address and bank details, please attach to email. |  |
| Do you have a conflict of interest with Charles Sturt university? |  |
| Do you have a Modern Slavery Statement? If so, please attach to email, or provide the URL. |  |