Dear Supplier,

EIT Climate-KIC are looking to welcome you as one of our suppliers. For us to proceed, we need some information from you:

1. Completion of the below tables with necessary information
2. Evidence of your bank account (further detail below)

It is very important that we get a complete set of information from your organisation, including evidence of banking information. Simply providing an invoice containing below information will be insufficient for us to proceed.

1. Please complete the following table – all fields are mandatory

|  |  |
| --- | --- |
| **Company Details** | |
| Full name of supplier: |  |
| Company registration number: |  |
| VAT registration number: |  |
| Head office address:                  Street address                  Town or City                  Post or Zip code  Country |  |
| Purchase ordering address (if different to head office):                  Street address                  Town or City                  Post or Zip code                  Country |  |
| Company phone number: |  |
| Email address for Remittance: |  |
| Email address for purchase orders |  |

|  |  |
| --- | --- |
| **Beneficiary Bank Details** |  |
| Supplier Account Name (exactly as recognised by your bank): |  |
| Bank Clearing Code/ABA (optional) |  |
| Bank Account Number: |  |
| Bank Sort Code: |  |
| IBAN number: |  |
| Swift Code/BIC: |  |
| Bank Account Currency |  |
| Bank Account Address;                  Name of Bank                  Bank Street Address                  Bank Town or City                  Bank post or Zip code                  Bank country |  |

If you are situated outside of the Eurozone and an intermediary bank is required for processing international payments, please provide the details below.

|  |  |
| --- | --- |
| **Intermediary Bank Details** | (If applicable) |
| Intermediary IBAN/account number: |  |
| Intermediary Swift Code/BIC: |  |
| Intermediary Bank Account Address;                  Name of Bank                  Bank Street Address                  Bank Town or City                  Bank post or Zip code                  Bank country |  |
| Any other specific items required by your bank to process payment (eg. instruction code etc.) |  |

1. In addition to the above table, please provide **one** of the following as evidence of your bank details as a PDF:

* **Option 1: Headed LETTER from supplier, INCLUDING Bank Details**
* **Option 2: A blank/redacted copy of your INVOICE, INCLUDING Bank Details**
* **Option 3: Pdf SCREENSHOT of your Bank Statement, redacted as necessary, CLEARLY showing all Bank Details.**

We look forward to hearing back from you.