

**New Supplier Form – Start and Grow Enterprise Voucher Scheme**

**PART 1: To be completed by internal requestor**

**Requester Details**

|  |  |
| --- | --- |
| Name: | Jessica MacDonald |
| E-Mail Address: | [Jmacdonald@glos.ac.uk](mailto:Jmacdonald@glos.ac.uk) |
| Faculty of Requester: | The Growth Hub |
| School of Requester: | School of Business and Technology |
| Date of Request: |  |

I wish to (please tick appropriate box):

* Set-up a New Supplier X
* Reactivate a Supplier 
* Amend an existing supplier 



For a reactivation or amendment please provide the Agresso Supplier ID Number:

|  |
| --- |
|  |

**Brief Description of Payments**

|  |
| --- |
| Start & Grow Enterprise voucher payments |

Could the following organisations be added as suppliers to the purchase to pay system so that they can receive Start & Grow Enterprise grant payments. Their grant application evaluation included confirmation of their business details, credibility and compliance with statutory rquirements:

**Organisation 1**

|  |  |
| --- | --- |
| Name: | Charlie Bullock |
| Address: | 29 Hanover Street, Cheltenham |
| Telephone No: | 07460711266 |
| E-Mail address | charlieAbullock@gmail.com |

|  |  |
| --- | --- |
| Full Trading Name: | Raw Orange Studios Limited |
| Company Registration No: | 11643414 |
| Vat Registration No: | N/A (Business not yet registered for VAT) |

|  |  |
| --- | --- |
|  | **Payment Address** |
| Address Line 1 | 40 Chelford Drive |
| Address Line 2 | Swinton |
| Address Line 3 |  |
| Town/ City | Salford |
| Post Code | M27 9HJ |
| Country | United Kingdom |
| Telephone | 07460711266 |
| Email Address | charlieAbullock@gmail.com |
| Supplier Contact(s) | |
| Name | Raw Orange Studios |
| E Mail address | raworangestudios@gmail.com |

**Bank Account Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Bank Name | HSBC | Sort code | 40-17-10 |
| Account Holders name | Charlie Bullock | Account number | 72533871 |
| Supplier’s remittance e-mail address | | charlieAbullock@gmail.com | |

**If the supplier is a UK based individual/sole trader etc in order to ensure that we comply with relevant HMRC guidelines you must provide us with evidence of a valid Unique Tax Reference Number (UTR) before we can process payments without deducting applicable taxes. Please confirm that the organisation (if they are a sole trader or individual) has provided formal confirmation from HMRC of their taxable status and reference number.**

**Tick to confirm UTR details**

Form completed by client:

|  |  |
| --- | --- |
| Signature |  |
| Name | Charlie Bullock |
| Position/Job Title | Director and Developer |
| Date | 23/12/2020 |