



Dear Valued Vendor,

**New Vendor Welcome Letter**

We are pleased to welcome you as a new vendor to Pacific National (‘PN’). As a new vendor it is important that you familiarise yourself with our procurement and payment processes. The information below outlines our policies and procedures to ensure timely payment of your invoices.

**New Vendor Setup:**

It is important that you are set up as a vendor in our system to facilitate payment processing and disbursements. In order to do this, PN requires the following information from you:

1. Complete the “New Vendor creation form” at the end of this letter

2. Bank Details, in one of the following formats:

* Bank deposit slip
* An extract of a company bank statement
* The Bank details listed on company letter head and signed by an authorised supplier representative.

All complete information should be sent back to the business requestor.

**Payment Terms:**

PN’s standard payment terms are 45 days from the end of the month. All the vendor invoices will be paid based on these terms.

**Credit Applications:**

Please note, Pacific National does not fill any credit applications for the suppliers. If you need any other information, please contact accounts payable at [accountspayable@pacificnational.com.au](mailto:accountspayable@pacificnational.com.au).

**Prequalification**

PN uses Avetta for all contractor pre-qualification checks to ensure our minimum requirements for insurance and company license requirements are met and relevant risks are identified prior to commencement of work.

All contractors that are providing long-term specialist skilled work and permanently located on PN sites and contractors that have been engaged to complete a specific piece of work for a finite period (e.g. construction, maintenance or consultant activities) will need to be registered, pre-qualified and compliant in the Avetta system.

Avetta can be accessed from the following link: https://app.avetta.com/login

For more information on PN’s vendor requirements please visit the following site:

https://pacificnational.com.au/suppliers/

Thank you for your assistance. We look forward to working with you. If you have any questions, please contact procurement at [procurement\_pn@pacificanational.com.au](mailto:procurement_pn@pacificanational.com.au).

Yours sincerely,

**Pacific National Procurement**

[www.pacificnational.com.au](http://www.pacificnational.com.au)

Pacific National Pty Ltd

ACN 098 060 550

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| **NEW VENDOR CREATION FORM**  **TO BE COMPLETED BY A VENDOR REPRESENTATIVE:**  **VENDOR DETAILS:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Vendor Name** (Registered business name) |  | | | | | | | **Trading Name** (If applicable) |  | | | | | | | **Business Registration Number**  (ABN/ACN or equivalent) |  | | | | **GST Registered** | **YES  NO** | | **Address Details** | **Street:** |  | | | **City** |  | | **State:** |  | **Postcode:** |  | **Country** |  | | **Phone** |  | | | | **Fax:** |  | | **Email Address** |  | | | | | |   **NOTE:**   * Pacific National Standard Terms and Conditions apply to all goods to be delivered or services to be provided to Pacific National ABN 098 060 550 entities (as defined in the Corporations Act 2001) in which there is an equity interest (direct or indirect) of 20% or more (“Pacific National”) and are available at: <http://pacificnational.com.au> * To ensure prompt payment the Pacific National Purchase Order number should be referenced on all Vendor invoices submitted for payment. * Pacific National standard payment terms are 45 days from the end of the calendar month in which the invoice is received. * Pacific National preferred payment method for transactions under $1000 is via Purchasing Card. The preferred payment method for all other transactions are via EFT.   Check if your organisation has the ability to accept Visa Card as a form of payment.  Check if your organisation accepts EFT as the payment method.  Check if your organisation is required to register in Avetta.  **DOCUMENTATION:**   * Vendor Bank Account details must be listed below and linked to the nominated ABN / ACN above. The bank details must be supported with a copy of either:   1. A Bank Deposit Slip  2. An extract of a Company Bank Statement  3. The Bank Details listed on Company Letterhead and signed by an authorised Vendor representative.   |  |  | | --- | --- | | **Bank Name** |  | | **Branch Name** |  | | **BSB Number (must be 6 digits)** |  | | **Bank Account Type** |  | | **Bank Account Number** |  |   **ACKNOWLEDGEMENT:**   * By submitting this form, I agree that the information provided above is true and correct at the time of completing this request; and accept the Pacific National Standard Terms and Conditions except where there is an executed contract in place between Pacific National and the Vendor in relation to the relevant good or services.  |  |  |  |  | | --- | --- | --- | --- | | **Print Name:** | **Signature:** | **Position:** | **Date:** |   New Vendor Creation Form Version 1.1 Page 1 of 1  Shared Service Centre (SSC) |