UWA Vendor Amendment Form

Guidance Notes

The Vendor Amendment Form should be used to amend details of an existing vendor, set-up in the UWA PeopleSoft and Maximo systems.

Please only complete the sections of the form that require amendment, in order for Financial Services to clearly identify the information requiring amendment.

Forms should be completed electronically and once signed should be scanned and emailed to askUWA.

All amendments will be made within 2 working days, if submitted through askUWA, from receipt of a correctly completed form.

The Amend Vendor Form should be completed where changes are required to any of the following vendor details:

- Address
- Australian Business Number (ABN)
- Accounts receivable or contact details
- Payment terms

For changes to the vendor’s ABN, please also ensure that evidence of the ABN Lookup is submitted along with the completed form.

Should changes be required to the vendor’s bank details then the vendor is required to complete an EFT form and provide evidence of bank details i.e. invoice on company letterhead containing bank account details, bank statement or deposit slip.

For amendments to payment terms, please firstly note that UWA standard payment terms are 30 days from the end of the month in which the invoice was received (EOM). Should a vendor have a compelling reason to request payment terms less than 30EOM, then you are required to provide the following to support your completed form:

- A letter detailing the rational for the vendors request for reduced payment terms. This letter should be signed by a University delegate Business Unit Authorisation (Band Level 5a or above); and,
- Supporting documentation, such as a letter, contract, statement of work, etc. from the vendor specifying their requirement for reduced payment terms.