The Vendor Creation/Reactivation Form should be used to create a new or reactivate an existing vendor in the UWA PeopleSoft and Maximo systems.

Forms should be completed electronically and printed for signing. Once signed please scan and email the completed form to askUWA.

Completed forms will not be accepted unless they are accompanied by a completed EFT form and an ABN Lookup (if applicable).

New vendor creations and reactivations will be set-up within 2 working days, if submitted through askUWA, from receipt of all correctly completed documentation.

When considering the use of a new vendor, University Preferred Suppliers and existing University vendors already created in PeopleSoft / Maximo, are to be considered for the supply as a first priority.

1. Business Unit Details
   - Please complete all fields.
   - Note, that it is a requirement that the person who prepares the form cannot also authorise the Create / Reactive Vendor Form. To avoid processing delays please ensure that the form is correctly authorised.

2. Creation Type
   - Indicate New Vendor OR Reactivation
   - Provide Vendor ID (if applicable i.e. for a Reactivation)
   - Note: all fields on the form are to be completed, whether for a New Vendor or a Reactivation.

3. Reason for Vendor Creation
   - Please select the reason for creating the new vendor and provide further details in the box provided.
   - If you have multiple reasons for the vendor creation, then please also use the box provided to indicate the additional reasons.
4. Goods / Services Category

- Please select the category that best describes the Goods / Services provided by the new vendor.
- If ‘Other’ then please specify in the box provided.
- If the vendor provides multiple Goods / Services, then please also use the box provided to indicate the additional categories.

5. Vendor / Address Details

Please complete all fields in this section, ensuring that you provide the vendor’s Australian Business Number (ABN) where applicable. Please also ensure that evidence of the ABN Lookup is submitted along with the completed form.

For the vendor contact please provide details for the vendor’s Accounts Receivables team or manager or other relevant vendor contact, ensuring that all details are provided.

6. Payment Terms

UWA standard payment terms are 30 days from the end of the month in which the invoice is received (30 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).
- Supporting documentation, such as a letter, contract, statement of work, etc. from the vendor specifying their requirement for reduced payment terms.

7. Business Unit Authorisation

- Please complete all fields.
- Business Unit Authorisation must be provide by a University delegate (Band Level 6 or above). Please refer to University Delegations.
- Note, that it is a requirement that the person who prepares the form cannot also authorise the Create / Reactivate Vendor Form. To avoid processing delays please ensure that the form is correctly authorised.