



# New Supplier Onboarding to Manx Telecom Trading Limited



# New Supplier Onboarding Form

## COMPANY DETAILS

Company name

Trading name of company if different from above

Company address

Postcode

Company Registration Number

VAT registered number

## COMPANY KEY CONTACT DETAILS

Main purchase order contact

Email address of main purchase order contact

Telephone number of main purchase order contact

Main accounts contact

Email address of main accounts contact

Telephone number of main accounts contact

Account Manager

Email address of Account Manager

Telephone number of Account Manager

## COMPANY ACCREDITATIONS/PROCESSES

- |                                                                                                                                                                  |                              |                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Is your company working to a recorded <b>Quality Management System or internal processes</b> or working towards a certification?                              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Is your company working to a recorded <b>Information Security Process or internal processes</b> or working towards a certification?                           | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Is your company working to a recorded <b>Environmental &amp; Hazardous Waste Management Process or internal processes</b> or working towards a certification? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Is your company working to a recorded <b>Health &amp; Safety Management Process or internal processes</b> or working towards a certification?                 | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If you have answered **Yes** to any of the questions above, **please provide copies of your latest certificates, Statement of Applicability** or evidence of your company procedures and policies.

If you have answered **No** to any of the questions above, you must provide details of risk controls you have in place in the relevant areas or advise why this may not be applicable to you.



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## COMPLIANCE

1. Do any Manx Telecom employees have any interests in your company? (mandatory declaration). ☐ YES ☐ NO
2. Please provide the following details on your Company Headed Paper:
  - a. Bank Name and address
  - b. Bank Account Number
  - c. Sort Code
  - d. IBAN Number
  - e. Swift / BIC Number

Do not add your Bank Details to this form we must receive the details on Company Headed Paper.

## NEW SUPPLIER DECLARATION

**Please note that Manx Telecom standard payment terms are 30 days EOM.**

To view Manx Telecom's Supplier Code of Conduct & Payment Terms & Conditions please follow the link:

<https://www.manxtelecom.com/supplier-terms>

I/We understand and agree to Manx Telecom Trading Limited's payment terms and conditions.

Name

Signature

## FOR OFFICE USE ONLY

### Requested by:

Name

Date

### Approved by Procurement:

Name

Date

For all Purchase Order & General enquiries please contact – [Procurement@manxtelecom.com](mailto:Procurement@manxtelecom.com)  
or telephone +44 (0) 1624 624624

For all Invoice & Payment related enquiries please contact – [Invoices@manxtelecom.com](mailto:Invoices@manxtelecom.com)  
or telephone +44 (0) 1624 624624



# manx telecom

Call +44 (0) 1624 624624 Email [Procurement@manxtelecom.com](mailto:Procurement@manxtelecom.com) Visit [www.manxtelecom.com](http://www.manxtelecom.com)

**Manx Telecom Trading Limited**

**Registered Office:** Isle of Man Business Park, Cooil Road, Braddan, Isle of Man IM99 1HX

**Company no.** 5629V **VAT no.** GB003 2919 12