



SUPPLIER ON-BOARDING APPLICATION

SUPPLIER NUMBER ASSIGNED
(for internal An Post use only)

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SECTION A. COMPANY DETAILS - To be completed by supplier

PLEASE USE BLOCK CAPITALS – ALL SECTIONS MUST BE COMPLETED IN FULL

SUPPLIER/ COMPANY NAME: _____
(BLOCK CAPITALS)

COMPANY ADDRESS:
(BLOCK CAPITALS)

Eircode:

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COMPANY CONTACT: _____
(BLOCK CAPITALS)

CONTACT NUMBER:

Mobile														
Office/ Alternative														

(Please provide at least one contact number)

Email Address: _____
(BLOCK CAPITALS)

SECTION B. GOODS/ SERVICE PROVISION

Please supply a summary of the Goods/Services to be supplied



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SECTION C. COMMERCIAL DETAILS

PPSN/TAX NUMBER:

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TAX CLEARANCE CERT:

Yes

No

TAX CLEARANCE ACCESS NUMBER:

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UK TAX REGISTRATION NUMBER:

(UK suppliers only)

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Failure to supply a valid Tax Clearance Cert / Tax Clearance Access Number may result in delay to payment

Bank Account Details:

Bank Account Details must be supplied for all domestic suppliers

Bank Sort Code																				
Account Number																				
Swift Code																				
IBAN																				

All fields are mandatory

Non domestic suppliers only - Please confirm your preferred currency for payment purposes

Euro € GBP £ Other please specify _____

Non domestic suppliers who require payment in EURO must supply Bank name & address details:

The standard An Post Insurance levels are outlined below:

Employers Liability: €13m - Public & Product Liability: €6.5m - Professional Indemnity: €2.6m

Please confirm what level of insurance you currently hold and provide a copy (ies) of your Insurance Certificates or broker letter with this application.

Insurance Type	Level in Place	Details of Any Excess	Expiry Date
Employers Liability			
Public & Products Liability			
Professional Indemnity			
Cyber			

Note: Failure to complete all sections of the above form and to provide copies, or evidence of your Insurance Certificates may delay processing your application request.

Notes

- **Standard Payment Terms are 30 Days from receipt of invoice in Creditors**
 - **All invoices must be forwarded by the supplier directly to Creditors Section by post**
 - **All invoices must quote relevant Purchase Order Number**
 - **All domestic suppliers are paid by EFT**
 - **All non-domestic suppliers are paid by cheque or Euro EFT**
 - **PSWT: Professional Services Withholding Tax will be applied where appropriate**
 - **C2: Relevant Contracts Tax legislation applied to Construction Industry suppliers and An Post as a Principal Contractor require all relevant contracts to be completed and certified by Revenue Commissioners before payments can be processed.**
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Creditors section - Do not process without completed Supplier On-boarding Request form attached

AN POST



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On behalf of the Applicant, I certify that the Applicant is not guilty of misrepresentation in supplying the information requested in this supplier set up form

Applicant Name: _____
(Block Capitals)

Signed: _____
(For and on behalf of Applicant Signature must be that of a Director/Principal)

Title: _____

Date: _____