



# CHANGING SUPPLIER DETAILS POLICY

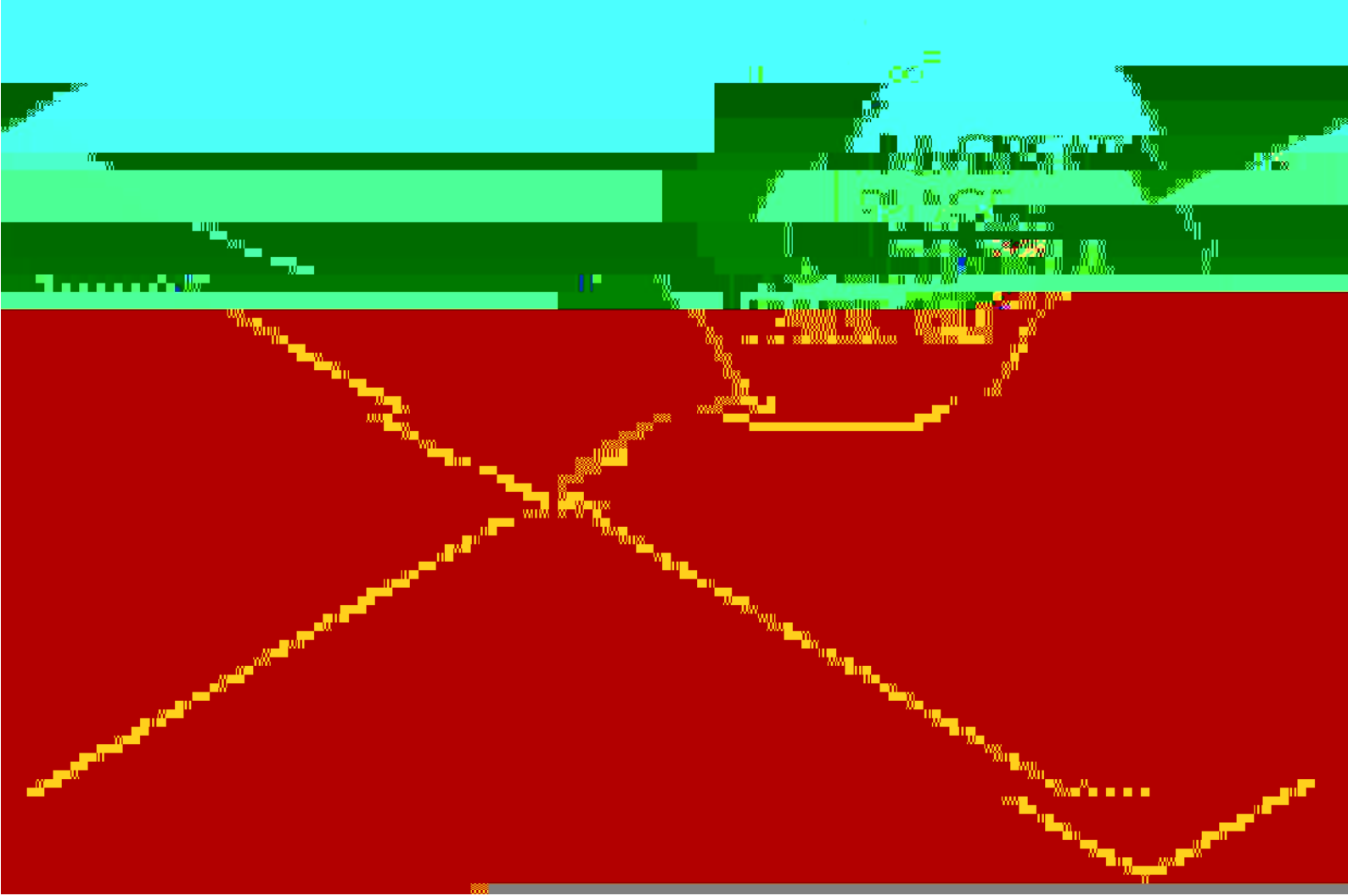
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Link: Mr S Robertson



## 1. SUPPLIER ACCOUNT SET UP

1.1. Supplier details must be input onto HCSS. On receipt of instructions to open up a new

- Full trading name
- Address
- Telephone number
- VAT Number (approx 0123456789)
- E-mail address (if different to the one used for contact)

1.2. Ideally all supplier payments should be made by BACS rather than cheque.

Bank details requirements:

- Name of account
- Sort code
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- Any required reference (for example an account number)

All bank details must be received in writing by post on company headed paper signed by someone responsible for the account.

1.3. On receiving and before these details are used to make any payment, they must be verified by making a telephone call to the supplier. Do not use the telephone number sent with the bank details, if there is one, without checking it is genuine against an invoice, their website and/or the telephone directory. Always ask to check the details with the accounts department. They are to give you the details to verify to the letter. Never read back the details from the letter. Get the name of the person you speak to and record this information.

1.4. Further checks, such as personal ID, may be required depending on what is received.

1.5. If these verification checks cannot be made before payment is due then the supplier should be paid by cheque until verification is complete.



