

SINGLE SUPPLIER REGISTRATION/UPDATING FORM

Purpose: 1. Registration of a new supplier 2. Update of an existing one
(Please underline the applicable one)

Notes:

1. This form may be used for registering new suppliers or updating existing suppliers, both commercial and non-commercial. For excols, this form may be used to obtain information to be entered into the PA.
2. Commercial suppliers are defined as commercial companies supplying goods or services on a commercial and competitive basis. Non-commercial suppliers are not- for-profit organizations, associations, foundations, etc and individuals (GB member, visitor, candidate, meeting participant, etc.)
3. For any queries, please contact PROCUREMENT for commercial suppliers, PAIE for non-commercial suppliers, and TRESOPS for Bank and Bank Branches.

Section 1: General Information for COMMERCIAL SUPPLIERS

1. Name (Organisation):	
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2. Bank Account :	CAMEROUN
3. Bank Name :	
City:	
Country:	
4. SWIFT CODE	

6. Bank Code:	7. P.O.BOX:
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8. Contact Name and Title:	
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9. Parent Company Name:	
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Section 2: General Information for NON-COMMERCIAL SUPPLIERS

1. Last Name:	
2. First Name:	
3. Title: (Please underline the applicable one)	
4. Date of birth:	
5. Nationality:	CAMEROONIAN
6. Email:	
7. Telephone:	
8. Fax:	
Or Company/Organization Name:	
9. Full Address:	

10. Classification for Travel: (Please underline the applicable one)	
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Section 3: BANKING DETAILS

1. Name of bank account holder: (Exact name as per bank records, must be name of supplier/contractor, not his/her spouse or somebody else)	
2. Bank account number in full:	
3. Name of Bank (in full):	
4. Bank branch name (if there is one) and address in full (including street no., city, postcode and country). Please enter only the name and address of the final bank (not the corresponding bank)	
5. Bank branch number (fill in relevant field) <ul style="list-style-type: none"> ▪ Switzerland (up to 5 digit clearing code) ▪ Euro zone (IBAN number) ▪ USA (ABA number) ▪ UK (Sort code) ▪ Canada (Transit Code) ▪ Japan (Bank Branch Number) ▪ Other (routing code/transit code) 	
In all cases, SWIFT/BIC code:	
6. Currency of the bank account:	CFA FRANCS
7. Additional information or any special instructions to bank (if any) required):	TELEX: PHONE :

SITE/CONTACT INFORMATION

1. Name:	
2. Last Name:	
3. Telephone Number:	
4. Language:	
5. For Travel only:: Payment currency :	
For ILO internal use only:	
1. Requested by:	

2. Telephone Number:	
3. Signature:	
4. Date and Department Name:	
5. (For registration unit use only): Invoice Match Option:	
6. Supplier Number (as generated by the system)	