International Labour Office
Route des Morillons 4
CH-1211 Geneva 22
Switzerland

International Labour Office

Instructions for use of the External Individual Supplier Form

Purpose:

1. This form is to be used to obtain and record the information required for financial transactions, to allow transactions to be processed in an accurate, efficient, and cost effective manner. No payments can be made by the ILO without complete and accurate information.

2. This form is intended for use with suppliers or beneficiaries who are External Individuals, such as: External Collaborators, Governing Body Members, meeting delegates, meeting participants, candidates, applicants, interns and any other external person. It may be used to request the creation of a new Supplier record (exception: External Collaborators - see paragraph 3), or to request updates to an existing record. If the supplier or beneficiary is a Company or an Organization, please use the Companies and Organizations Supplier Form.

3. External Collaborators: this form should be used for the **update** of information already held in respect of established External Collaborators, **but not for the creation of new External Collaborator records**. **The initial details for new External Collaborators must be entered into IRIS by the organizational unit through a Personnel Action in the HR module.**

4. This form should be sent to the external individual to allow them to complete, print and sign Part II of the form and return it to the ILO organizational unit submitting the request.

Responsibility:

5. It is the responsibility of the ILO organizational unit submitting the request to:

   a. certify in Part I of the form that the creation of a new supplier record, or changes to the information for an existing supplier are required; and
   b. obtain and attach the information from the individual concerned required for Part II of the form.

6. The Accounts Payable Unit (PAIE/CLAIMS at Geneva headquarters) will review and process the information in IRIS. PAIE/CLAIMS will liaise with TREASURY to ensure that Bank and Bank Branch data is updated as required.

How to:

7. Before completing this form for a **new** supplier, the ILO organizational unit submitting the request should check in IRIS to ensure that a supplier record for the individual does not already exist in order to avoid duplicate entries.

8. The form must be completed in an electronic format to ensure legibility of the information submitted. **Handwritten forms will not be accepted, and will be returned to the unit.**

9. The ILO organizational unit submitting the request will obtain the required information from the external individual in Part II of the form. They must ensure that:

   - the name entered in Section A matches that of the bank account holder name in Section B;
   - only the details of the final destination bank where payment is to be made are entered; intermediary banks should be omitted;
   - The full street address of the bank branch is indicated;
   - The bank SWIFT / BIC code is specified;
   - Where the bank account is located in a country adhering to the IBAN standard, the IBAN is given;
   - The IBAN is compulsory for payments in this case.

   The IBAN countries are (as at May 2009):

   Andorra, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Faroe Islands, Finland, France, Germany, Gibraltar, Greece, Greenland, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Principality of Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Mauritius, Monaco, Montenegro, The Netherlands, Norway, Poland, Portugal, Romania, San Marino, Serbia, Slovak Republic, Slovenia, Spain, Sweden, **Switzerland**, Tunisia, Turkey, **United Kingdom**.

10. An official of the organizational unit must sign the form, taking note of the declaration on the form.

11. The organizational unit must ensure that the individual has signed and dated the form.

Sending the form to the ILO:

12. The completed and signed Part II of the form should be returned to the ILO organizational unit which is requesting the creation or update of the supplier record.

13. The ILO organizational unit should then complete Part I and send both Parts I and II to PAIE/CLAIMS using one of the following methods:

    - Scan the form and attach it to an e-mail
    - Postal mail or diplomatic pouch

14. Supplier creation or updates will normally be completed within two working days, but during busy periods up to five working days may be required. Please allow sufficient time for processing.

Further Information:

15. Information about external individuals' supplier record data, and about the creation or update of records can be requested from PAIE/CLAIMS.

16. Banking information updates are required in the following cases: incorrect information, closed bank accounts, or factored debts.

17. Updates to supplier record information will come into effect the day after the update. Transactions which are initiated in IRIS from that date will use the new information, but transactions already underway will remain with the prior data. In the later case, please contact PAIE/CLAIMS.

18. In emergency situations this form should be used for collecting information for later processing, after the emergency has passed and IRIS is available.

Clear Form

International Labour Office
Route des Morillons 4
CH-1211 Geneva 22
Switzerland

International Labour Office

EXTERNAL INDIVIDUAL SUPPLIER FORM
Part II

(to be completed, printed and signed by the external individual,
and returned to the ILO organizational unit submitting the request)

Please type or complete on a computer - handwritten forms will not be accepted

External Person's Signature: (supplier/ beneficiary)	
Date:	I confirm that the information provided to the ILO is correct.

Section A: General Information

1. Last (family) name: (Legal name)	
2. First name:	
3. Title:	
4. Private address:	
5. Tel:	6. Fax:
7. E-mail:	
8. Other contact information:	
Required for External Collaborators ONLY:	9. Date of Birth:

Section B: Banking information for payments to the Individual (please see instructions)

1. Name of Bank in full:	
2. Bank Branch name and street address, in full:	
3. Bank Branch number (complete relevant field):	
▪ Australia (6-digit BSB code)	
▪ Canada (9-digit Transit Code)	
▪ **France** (5-digit Bank Branch Number)	
▪ Germany (8-digit BLZ)	
▪ Italy (5-digit Bank Branch Number)	
▪ Japan (3-digit Bank Branch Number)	
▪ Portugal (4-digit Codigo de Balcao)	
▪ Spain (4-digit Sucursal or Oficina)	
▪ South Africa (4-digit Branch Number)	
▪ **Switzerland** (3-digit Clearing Code)	
▪ UK (6-digit Sort Code)	
▪ USA (9-digit ABA/Fedwire number)	
▪ Other (Branch Number / Transit Code)	
4. **IN ALL CASES, the SWIFT / BIC Code**:	
5. Bank Account number, in full:	
6. **Bank Account Holder name**, in full: • *This name must match the one indicated in Section A. If not, payments will be rejected by the banks, and result in delays and additional bank fees.*	
7. **IBAN**: • *An IBAN MUST be provided for all Bank Accounts in countries adhering to the IBAN standard. See Instructions.*	
8. Additional information or special instructions:	

N.B. The information should correspond to the intended contract, purchase order, grant, or other document engaging the ILO. To ensure that payments are reliably made, only one set of banking instructions per supplier and supplier site will be kept active.