

## Supplier Adoption and Economic Development (Strand5)

# Exemplar Materials: Supplier Letter Forms Coventry

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**Purchase Order Form**

<b>Company Name:</b>	«Vendor_Name»
<b>Payment Address:</b>	«Vendor_Site»
	«Address_Line1»
	«Address_Line2»
	«Address_Line3»
	«City»
	«State»
<b>Post Code</b>	«POSTAL»
<b>Customer ID Number</b>	«VENDOR_NUM»
<b>Payment Contact:</b>	
<b>Name</b>	
<b>Email</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	

If we deal with multiple branches please can you provide the details for each.

<b>"Order From" Address</b>	
<b>Post Code</b>	
<b>Sales Contact:</b>	
<b>Name</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	

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Please can you provide details of your preferred choice of receiving orders in order of priority, 1 – 2 (1 equals highest priority):

	<i>Preferred Option</i>
<b>Email Address:</b>	
<b>Fax Number:</b>	

If you cannot specify a desired method of receiving orders, e.g. email orders will be sent via post. To help assist us in sending orders to you we would be grateful if you can make your staff aware of this additional order receiving method.

If you elect to receive orders via email, they will be sent from [orders@coventry.gov.uk](mailto:orders@coventry.gov.uk).

## BACS Form

<b>Bank Name and Branch</b>	
<b>Bank Address</b>	
<b>Bank Sort Code</b>	
<b>Account Number</b>	
<b>Account Name</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	

## VISA Purchasing Card Form

### What is the Council's VISA Purchasing Card?

The Council's VISA Purchasing Card is a corporate credit card issued to an employee to purchase and pay for goods and services directly from a supplier.

### How does the Council's VISA Purchasing Card work?

Goods and services bought with a VISA Purchasing Card will not generate a purchase order. Cards will be issued to appropriate employees who will contact suppliers directly for the requirements. Employees' place an order for goods or services with a supplier in person, via telephone, fax or email.

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### What are the advantages of the Council's VISA Purchasing Card?

The card will provide benefits for both our suppliers and ourselves: enabling us to streamline our internal purchasing to payment process and improve our control over expenditure. Additional benefits to you are:

- Payment normally within four working days, thereby improving cash flow and reducing bank charges.
- Additional sales channel in line with customer's needs and evolving business practices.
- Guaranteed funds for all payments accepted in accordance with VISA scheme rules.
- Lower costs – as a result of reductions in bad debts, issuing invoices and time spent on tracking receivable, invoice management, etc.
- Opportunity to increase business – as a supplier to other users of the VISA Purchasing Card and members of the general public across trade counters, etc.

1. Do you currently accept VISA Card transactions? YES/NO
2. If, YES, does your VISA facility have the ability to capture VAT? YES/NO
3. If your answer to Q1 was NO, would you be willing to accept VISA in the future? YES/NO
4. If YES, please indicate the action you have taken to date: Please tick  
a) I have contacted my own bank for details and a quotation   
b) I expect my VISA facility to be available from the following date:  
\_\_\_\_\_  
\_\_\_\_\_

*Many thanks for your assistance. If, you require any further information regarding VISA Purchase Cards, please contact Mike Revis on 024 7684 371, alternatively contact Mick Burn on 024 7683 3767.*

Thank you for your time and co-operation, please return this form using the enclosed self-addressed envelope.