



Supplier Onboarding to Manx Telecom Trading Limited

Supplier Onboarding Form



COMPANY DETAILS

Company name

Trading name of company if different from above

Company address

Postcode

Company Registration Number

VAT registered number

COMPANY KEY CONTACT DETAILS

Main purchase order contact

Email address of main purchase order contact

Telephone number of main purchase order contact

Main accounts contact

Email address of main accounts contact

Telephone number of main accounts contact

Account Manager

Email address of Account Manager

Telephone number of Account Manager

COMPANY ACCREDITATIONS/PROCESSES

1. Is your company working to a recorded **Quality Management System or internal processes** or working towards a certification? YES NO
2. Is your company working to a recorded **Information Security Process or internal processes** or working towards a certification? YES NO
3. Is your company working to a recorded **Environmental Management Process or internal processes** or working towards a certification? YES NO
4. Is your company working to a recorded **Health & Safety Management Process or internal processes** or working towards a certification? YES NO

If you have answered **Yes** to any of the questions above, **please provide copies of your latest certificates, Statement of Applicability** or evidence of your company procedures and policies.

Where formal certification is not currently held, please provide details of the relevant management systems, policies, processes, or controls in place, or confirm where this is not applicable.

This does not apply to companies with fewer than five employees; however, depending on the services provided, supporting documentation may be required to confirm appropriate training, qualifications, and risk assessment.

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COMPLIANCE

1. Do any Manx Telecom employees have any interests in your company? (mandatory declaration). YES NO
2. Please provide the following details on your Company Headed Paper:
 - a. Bank Name and address
 - b. Bank Account Number
 - c. Sort Code
 - d. IBAN Number
 - e. Swift / BIC Number

Do not add your Bank Details to this form we must receive the details on Company Headed Paper.

NEW SUPPLIER DECLARATION

Please note that Manx Telecom standard payment terms are 30 days EOM.

To view Manx Telecom's Supplier Code of Conduct & Payment Terms & Conditions please follow the link:
<https://www.manxtelecom.com/supplier-terms>

I/We understand and agree to Manx Telecom Trading Limited's payment terms and conditions.

Name

Signature

FOR OFFICE USE ONLY

Requested by:

Name

Date

Approved by Procurement:

Name

Date

For all Purchase Order & General enquiries please contact – Procurement@manxtelecom.com
or telephone +44 (0) 1624 624624

For all Invoice & Payment related enquiries please contact – Invoices@manxtelecom.com
or telephone +44 (0) 1624 624624



manx telecom

Call +44 (0) 1624 624624 Email Procurement@manxtelecom.com Visit www.manxtelecom.com

Manx Telecom Trading Limited

Registered Office: Isle of Man Business Park, Cooil Road, Braddan, Isle of Man IM99 1HX
Company no. 5629V **VAT no.** GB003 2919 12