

Issue No:	2
Issue Date:	April 2023
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Document Ref:	SD 01
Last reviewed:	06 April 2023
Reviewed by:	K Fairholm

## New Supplier Details

Please complete this form in "Type", sign and return to GGR Group procurement using the below details:

Email: [procurement@ggrgroup.com](mailto:procurement@ggrgroup.com)

**Address:**

**GGR Group Accounts,  
Presentation House,  
Broadgate, Broadway Business Park,  
Oldham. OL9 0JA**

**Completion of this form is required before any orders can be placed.**

**\*Hand-written forms will not be accepted.\***

**COMPANY DETAILS :**

Company Name			
Trading name (if different to the above)		VAT Registered no. (if applicable)	
Company type (Limited, sole trader, partnership, PLC etc.)		Company registration no. (if applicable)	
Trading address:			
Accounts payable address (if different from above):			
Telephone:		Fax:	
Email:		How long have you been established? (YY/MM)	
Account contact name:		Accounts telephone:	
Accounts email:		Accounts fax no.	

**SOUTH** GGR UNIC House  
Pegasus Way  
Haddenham Business Park  
Haddenham  
HP17 8LJ

**PHONE** +44(0)1844 202 071

**NORTH** Presentation House  
Broadgate  
Broadway Business Park  
Oldham  
OL9 0JA

**PHONE** +44(0)161 683 2580

**SCOTLAND** Block 19 – South Avenue  
Blantyre Industrial Estate  
Blantyre  
Glasgow  
G72 0XB

**PHONE** +44(0)1698 824 444

**EMAIL** info@ggrgroup.com

**WEB** www.ggrgroup.com

GGR Group Limited  
Company Registration Number 04901075  
VAT registration Number 989 8111 60



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**BANK DETAILS:**

Bank Name		Account name:	
Account No.		Sort code:	
Swift code:		Other:	

Please provide a copy of your paying in slip or a typed letterhead to help us validate the bank details above.

**We agree to GGR Group's Terms and Conditions of purchase.**

*Unless otherwise agreed in writing between both parties GGR Group Ltd's Terms and Conditions of Purchase will govern all transactions between parties.*

Signed:		Name (print)	
Position:		Date Completed:	

**PAYMENT REQUIREMENTS:**

GGR Group Ltd payment procedure requires, following any payment made, a current statement of account to be received before any further payments are processed. This is to confirm the fact that any previous payments have been received by the supplier and that those invoices the payment relates to have been cleared from the Supplier's account.

**FOR INTERNAL USE ONLY**

Business Partner Code:		Business Partner Name:	
Supplier's standard Payment Terms:		Payment Terms Agreed:	
Bank details verified		Name and Date:	
Sign off Position: (Procurement)		Name and Date:	

All personal data in this form will be processed and controlled in line with our Data Protection and Privacy Policy which can be viewed on our website [www.ggrgroup.com/privacy](http://www.ggrgroup.com/privacy)

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