

Supplier EFT Payment Details Form

(Please refer to Pg 2 for instructions)

Vote:

Serial No:

Tick as appropriate: New: Change: Inactivate

A - Supplier Information (To be filled by Authorised supplier's representative)

Supplier Name:

Tin - - -

VAT No:

Applicable withholding tax rate
(6% or 15%)

B - Bank Information:

Bank Name:.....

Branch:.....

Account Name:

Bank Code

Branch Code

Bank Account:

Currency: **UGX**

C - Authorised (Supplier's Representative)

Name Title

Signature Date

Email Phone no:

D - Confirmed by Accounting Officer

Name Title

Signature Date

E - Received at MoFPED by:

Name Title

Signature Date

F - Entered on the System by:

Supplier No:

Name Title

Signature Date

INSTRUCTIONS FOR FILLING

1. Forms are in duplicate; Original to be returned to MoFPED and the duplicate to be kept by the site.
2. Section A and B of this form has to be filled by an authorised supplier's representative and endorsed by the supplier representative
3. The applicable vote code is as is in the IFMS Chart of accounts
4. The supplier number required is allocated at point of entry
5. Request type must be indicated at all times(New, Change or Delete)
6. Forms filled each month have to be serialised e.g. the first form filled in the April in shall take the form 07040001 where 04 is the month, 07 is the year and 001 is the serial number
7. No serial numbers shall be skipped
8. Bank and Branch code shall be the codes recognised by Bank of Uganda
9. Section D are at the ministries
10. Section E and F are filled by the appropriate persons at MoFPED
11. Default Currency is UGX (suppliers to provide UGX bank account shillings only)
12. Indicate the applicable with holding rate in the appropriate box (6% or 15%)
13. *Change* request should fill only fields that have to be changed
14. Supplier no. cannot be changed
15. *New* requests must fill all fields (except supplier no)
16. *Inactivate* request may only fill the Supplier number and name