

# Setting up a Supplier Account

Dear Supplier

New Supplier Request.

For us to be able to set you up as a new supplier we would need:

**1. Document showing proof of banking information (sort code and account number and your full name) in the format of**

- Photograph of cheque book (not a paying in slip) in PDF Format

**Or**

- Copy of bank statement or a screen shot of online banking (we do not need to see the balance only the bank account details)

**2. Document showing proof of Address in the format of a letter to us.**

This document must, however, be emailed across to us as a PDF file. Within this document please can you also let us have a remittance email address and daytime contact telephone number. In this document you must briefly describe the service that you provide to NHS England.

**Please make sure that your letterhead address matches the address on your invoice.**

Once this information has been provided the Central Supplier set up Team in NHS England will contact you to verify the details given.

**Failure to comply with the instructions in this email will result in payments being delayed.**

If you have any queries please do not hesitate to contact me.

Kind regards

Sarah Alderman  
Finance Assistant  
NHS England South -South East

Tel: 0113 8255543

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