

Setting up a Supplier Account

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.

Kind Regards,

england.pcfincesw@nhs.net