



# Global Disbursement Form

The Global Disbursement Service(GDS) is a method for making international payments. GDS makes use of the beneficiary's local, in-country clearing systems if the local bank clearing code is included.

### Supplier Information

Supplier Name	UBC Supplier ID(if known)	Supplier Email Will be used for remittance notifications
Supplier Phone Number	Supplier Address - Street address, Country	

Type of Request For account updates provide the last 4 digits of the SWIFT/BIC account number on file:

### Supplier Banking Information - Please verify all information, errors will cause delays in payment

IBAN	Bank Account Holder Name	SWIFT/BIC
Bank Name	Bank Address	

Local Bank Clearing Code or Routing Number

Local Clearing Code or Routing number are unique codes assigned to banks by respective in-country clearing schemes to settle payments domestically.  
**For China:** 12 digit CNAPS code is required  
**For India:** 11 digit IFSC code is required  
**For Australia:** 6 digit BSB code  
**For Mexico:** 18 digit CLAB number

Currencies this bank account can accept

I/we will invoice UBC in a currency this bank account will accept:

I/we agree that this account will be used for all future payments until a new GDS form with updated banking information is submitted to and processed by UBC:

Name:	Authorized Signature: Physical or e-signature
Title:	Date:

**This form can only be used as an attachment to another process.**  
**To update your bank details on file with UBC:** Complete, sign and send this form to your UBC contact so they can initiate a change request on your behalf.

**First time supplier registrations:** complete a Supplier Self-Registration(link to instructions) and include this form as an attachment.

For help and support with this process contact UBC's Integrated Service Centre at [info.support@ubc.ca](mailto:info.support@ubc.ca) or [isc.ubc.ca](http://isc.ubc.ca)