

## Request for Vendor Maintenance



Education

Requestor

Contact Phone

Position \*

Date Submitted

Business Unit

Form Reference

Complete and submit this form to create a new vendor or change the details for an existing vendor.  
 For assistance with completing this form, click on

## To be completed by requestor

Request Type \*

Create

Reason for Create/Change

Vendor Number #



?

If you are changing a vendor's details, only the fields highlighted in blue can be edited.

Vendor Account Group \*


Old Vendor Code / Legacy System  
Vendor Reference Number


Customer number



?

Trading Partner



?



 Vendor Name

Title



Vendor Name Line1 \*



Vendor Name Line 2



Vendor Name Line 3



Vendor Name Line 4



Search Vendor By \*

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Address Details

House/Building Number	<input type="text"/>	<input type="text"/>
Street/Address Line 1 *	<input type="text"/>	<input type="text"/>
Address Line 2	<input type="text"/>	<input type="text"/>
Address Line 3	<input type="text"/>	<input type="text"/>
Country *	<input type="text" value="Australia"/>	
Suburb/City *	<input type="text"/>	<input type="text" value="?"/>
State *	<input type="text"/>	<input type="text"/>
Postcode *	<input type="text"/>	<input type="text" value="?"/>
PO Box	<input type="text"/>	<input type="text"/>
PO Box Postcode	<input type="text"/>	<input type="text"/>
PO Box Country	<input type="text" value="Australia"/>	
PO Box State	<input type="text"/>	<input type="text"/>
PO Box City	<input type="text"/>	<input type="text" value="?"/>
Vendor Language *	<input type="text" value="English"/>	

Contact Details

	Contact 1	Contact 2	Contact 1	Contact 2
Telephone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Standard Comm.mtd	<input type="text"/>			

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Vendor Contact Person

	Contact 1	Contact 2	Contact 1	Contact 2
First Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Vendor Bank Details

Add/Change Bank Details:

New Entry	Copy	Delete					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bank Country	Bank Key/ BSB	Bank Account No	Bank Name/Branch	Name of Account Holder
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Australia				

Vendor Accounting Information

ABN

Print-Recipient Created Tax Invoice  No  Yes  No  Yes

Registered For GST \*  No  Yes  No  Yes

Reconciliation Account \*   ?

Cash Management Group \*

Vendor Order Currency \*

Payment Method \*  Cheque  Cheque  Electronic Funds Transfer  Electronic Funds Transfer

Payment Terms \*   ?

INCO Terms   ?

Port of shipment/Port of destination

Alternative Payee   ?

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Withholding Tax

Withholding tax type *	<input type="text"/>	<input type="text"/>	<input <="" td="" type="text" value="?"/> <td><input type="text"/></td>	<input type="text"/>
Withholding tax code *	<input type="text"/>			<input type="text"/>
Exemption Reason	<input type="text"/>	<input type="text"/>	<input <="" td="" type="text" value="?"/> <td><input type="text"/></td>	<input type="text"/>
Exemption certificate number	<input type="text"/>			<input type="text"/>
Exemption from	<input type="text"/>			<input type="text"/>
Exemption to	<input type="text"/>			<input type="text"/>
Effective Withholding rate (%)	<input type="text"/>			
Exemption rate (%)	<input type="text"/>			<input type="text"/>

Comments - may be entered by the Requestor, Approver(s) or any other form processor

Previous Comments

New Comments

Save as draft