

## VENDOR CREATION FORM

### GENERAL

Company Name			
ABN		Registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address			
City		State	
Post Code		Country	
Channel		Dept. Code	

### COMMUNICATION

Phone No.		Email	
Fax No.		Website	

### INVOICING

Gen. Bus. Posting Group	<input type="checkbox"/> Domestic <input type="checkbox"/> Overseas <input type="checkbox"/> Intercompany
GST Bus. Posting Group	<input type="checkbox"/> Domestic <input type="checkbox"/> Overseas <input type="checkbox"/> Intercompany
WET Exempt	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA    WET Exempt Expiry Date
Vendor Posting Group	<input type="checkbox"/> Domestic <input type="checkbox"/> Overseas <input type="checkbox"/> Intercompany
Duty Type	Excise    Bonded    Un-Bonded    Shipment Method
Bond License #	Continuing Permission    Yes    No    CP Supplied    Yes    No

### PAYMENTS

Payment Terms		Bank Name	
BSB		Account No.	
SWIFT/IBAN		Account Name	
Currency		EFT Email	

### RECEIVING

Location Code	<input type="checkbox"/> APDC <input type="checkbox"/> APDC – Bond <input type="checkbox"/> APDC - Other
	CDS      SAN#

### VENDOR AUTHORISATION - Internal Use Only

Kollaras & Co T&Cs Supplied	<input type="checkbox"/> Yes <input type="checkbox"/> No	Customs Document	<input type="checkbox"/> Yes <input type="checkbox"/> No
Price List Loaded	<input type="checkbox"/> Yes <input type="checkbox"/> No	Agreement Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Directors Guarantee	Yes      No		
Requested by	Name	Signature	
Authorised by Procurement	Name	Signature	
Authorised by Finance	Name	Signature	
Authorised by Executive	Name	Signature	