Date:

Date:

MIMOSOFT OPC PRIVATE LIMITED

VENDOR MAINTENANCE FORM

Purchase Manager/ Department Head is required to Authorise the following - New Vendors, Change/Negotiation of Payment Terms, Change of Business Name or Ownership.

Direct Manager can Authorise the following - Change of Business details i.e phone, bank acct etc, Vendor relating to Personal Reimbursements All request for a new vendor setup up are to be accompanied by the company and attach GSTN registration Copy and PAN Card Copy.

To verify the bank detail and beneficiary name - Attach a Cancel cheque copy for Local Supplier and banking information in Supplier's Letter Head for Overseas Supplier.

All changes to an existing vendor require written documentation from the supplier stating the change.

All changes to an existing vendor requippleASE RETURN COMPLETED FORM The will be returned to the originator for PLEASE ENTER DETAILS IN UPPER CA	O AP. Any incompl completion.				fields not co	ompleted,		
Requestor's Details:								
Requestor's Name & Department :*		John DoePro	curement Team					
Reason: *New Vendor Registration &	Blank	New Vendor		Amendment	Modification	on	Date:	
Domain: *Manufacturing	Blank	_]						
Identifying Information:		_						
Supplier Name:*		ABC Supplier	s Pvt. Ltd.					
GSTN Number/Tax Registration No:*		27ABCDE1234				Entity:*	India	Blank
GST Rate:*	-	18%				MSME registration No (For		12345678
Address Line 1:*	-	123 Industria	l Area			PAN No.(For India only):*		ABCDE1234F
Address Line 2:*						Country Code/Contact No:	+91	Mr. Rajesh Verma
State:*		Maharashtra	Contact person N	Na 9876543210		City:*		Mumbai
Email ID:*			s Email ID Finance		opliers.com	Postal Code:*		400001
GL Allocation:			Sub A/c			Cost center	-	
HSN/SAC Code (For India only):*		7207				Supplier Type:*		Raw Material Vendo
,,,,	-				•			
Local Vendor Account Information	<u>:</u>		"Please ensure to	o attach a Cancel (heque copy	/ "		
Beneficiary Account Name:*		ABC Supplier	s Pvt. Ltd.					
Payment Currency: *		INR			Payment/C	CreditTerms:*		
Bank Name:*		HDFC Bank			IFSC Code/	Swift Code*	HDFC0000123	
Account Type:*		Current			Beneficiary	Account No:*	123456789012	
BSB Number/Branch Code (For Local V	Vendors):*							
Beneficiary Bank Routing Method:*	•	NEFT/RTGS			•			
Remittance Email:*		payments@a	bcsuppliers.com		-			
Foreign Currency Vendor Account	Information:			"Please ensure	to attach ba	nk details in Supplier's Lette	r Head"	
Beneficiary Account Name:*	XYZ Suppliers Pvt.	Ltd.						
Payment Currency:*	USD				Payment To	erms:*		
Bank:*	Citibank NA	Acct Type:*	Business					
Bank Name:*	CITIUS33							
Swift Code:*		finance@abc	suppliers.com		IBAN No/B	ank Account.:*	US1234567890	
Beneficiary Account No./IBAN No.:*	<u>SWIFT</u>							
Beneficiary Bank Routing Method:*	<u>SWIFT</u>			(Foreign Curren	cy)	USD		
Intermediary Bank Routing Method:	INTERUS33			(Foreign Curren	cy)	USD		
Intermediary SWIFT No.:	JPMorgan Chase				-			
Intermediary Bank Name:	_							
Remittance Email:*	_							
AUTHORISATION (AVERY DENNISON) Authorisor's Name:	1		NA					Date:
Authorisor's Signature:								
Indirect Tax team Review:								
Office Use Only:		Payment Hol	d:		(Y or N)	Only use when Vendor is DO	O NOT USE	
Type:		AP Account:			- ' '	_	AP Sub-Account:	
Bank: Fixed Price: NO		Check Form: Buyer:		-	Language:		_Tax Report:	
Partial Delivery:			_Tax In:		Taxable:		(Y or N)	
Tax Zone: Tax Usage:	<u></u>	-() ()			Tax Class:		_()	

Company Details Entered By:
Bank Details Entered By: