

New Vendor Request Form

All fields are mandatory unless stated otherwise, incomplete forms will be returned to Misys' requester. Misys Requester must attach the completed form to the New Vendor Request that is raised in NetSuite .

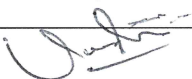
IMPORTANT - PLEASE NOTE:

1. Approval is not automatic
2. Vendors must provide written confirmation of their bank account and sort code on a company letter head.

VENDOR DETAILS (to be completed by the Vendor)

Full Name of Vendor: Translate Plus Limited	
Brief description of goods / services provided: Provision of translation services	
Company Reg. No. O6674541	VAT Reg. No. 938966749
Service Tax Registration no. (if applicable) 9135419609	PAN no. (applicable only for India). N/A
Office Address: Unit 5, Waterside, 44-48 Wharf Rd, London N1 7UX	
Payment Address (if different to Office Address):	
Purchase Ordering Address (if different to Office Address):	
Telephone: + 44 (0)20 7324 0950	Currency: EUR
E-mail Address for Orders: SvenjaM@translateplus.com	Remittance Email Address: accountsreceivable@translateplus.com

BANK & CONTACT DETAILS (Must be supported by bank details on company letterhead emailed with form)

Bank Name: Sydbank	Bank Address (if foreign bank): Rathausplatz 11, 24937 Flensburg. Germany.
Account Holder's Name: Translate Plus Limited	
Bank Sort Code (if UK account): 21510600	Bank Account Number: 000541183
IBAN No DE04215106001000541183	Swift Code/BIC:(if applicable) SYBKDE22
Bank Clearing Code/ABA (optional):	Currency: EUR
By completing and returning this New Vendor Request Form you are agreeing to Misys standard payment terms of nett 60 days from date of invoice.	
Name: Muhammad Umer Nizam 	Title: Senior Accounts Administrator

REQUISITIONER DECLARATION (To be completed by Misys' requestor)

Have you checked the contracted Vendor list for a suitable existing Vendor? (check box to confirm) <input type="checkbox"/>	
Why is this purchase not possible from an existing Misys Vendor?	
Function and role:	Have bank details been attached on Vendors' headed notepaper? Yes <input type="checkbox"/> No <input type="checkbox"/>
Form submitted by (First & Surname):	Date:


translate
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Translate Plus Limited
 Registered in England & Wales
 Company no: 6674541