



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: KRISZTIZ PARTNER KERESKEDELMI ES SZOLGALTATO KORLATOLT FELELOSSEGU TARSASAG (Krisztiz Partnert Ltd.)	
Brief description of goods / services provided: Translation agency supplying services for Hungarian-English & English-Hungarian	
Company Reg. No. Cg.07-09-019895	VAT Reg. No. HU23150663 If applicable
Service Tax Registration no. (if applicable)	PAN no. (applicable only for India).
Office Address: H-2091 Etyek, Deak Ferenc utca 48.	
Payment Address (if different to Office Address):	
Purchase Ordering Address (if different to Office Address):	
Telephone: +36 20 922.99.33	Currency: EUR
E-mail Address for Orders: krisztina@translation-hu.com	Remittance Email Address:

BANK & CONTACT DETAILS (Must be supported by bank details on company letterhead emailed with form)	
Bank Name: ERSTE BANK HUNGARY Zrt	Bank Address (if foreign bank): 1138 Budapest, Népfürdő u. 24-26. HUNGARY
Account Holder's Name: KRISZTIZ PARTNER KFT	
Bank Sort Code (if UK account):	Bank Account Number:
IBAN No HU91 11600006-00000000-46391548	Swift Code/BIC:(if applicable) GIBA HU HB
Bank Clearing Code/ABA (optional):	Currency:
By completing and returning this New Vendor Request Form you are agreeing to Misys standard payment terms of nett 30 days from date of invoice.	
Name: Ms. Krisztina Mária Szikra	Title: managing director

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"/> N/A	
Why is this purchase not possible from an existing Misys Vendor? They come recommended by the project, thus proven to have expert knowledge.	
Function and role: Sales support	Have bank details been attached on Vendors' headed notepaper? Yes <input type="checkbox"/> No <input type="checkbox"/>
Form submitted by (First & Surname): Birgit Glaser	Date: 17.06.15

