 **New Vendor Request Form**

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

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| **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**. |

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| **VENDOR DETAILS (to be completed by the Vendor)** | | | | | |
| Full Name of Vendor:  BR Business Reports | | | | | |
| Brief description of goods / services provided:: | | | | | |
| Company Reg. No. | VAT Reg. No.  If applicable) | | | | |
| Service Tax Registration no. (if applicable)DE268459876 | PAN no. (applicable only for India). | | | | |
| Office Address:  BR Business Reports  22459 Hamburg  Steendammswisch 5 | | | | | |
| Payment Address (if different to Office Address): | | | | | |
| Purchase Ordering Address (if different to Office Address): | | | | | |
| Telephone: 040 55201830 | | | Currency: Euro | | |
| E-mail Address for Orders: a.wilkens@br-businessreports.de | | | Remittance Email Address: | | |
|  | |  | | | |
| **BANK & CONTACT DETAILS (*Must be supported by bank details on company letterhead emailed with form)*** | | | | | |
| Bank Name: **Hamburger Volksbank** | | Bank Address (if foreign bank): | | | |
| Account Holder’s Name: Gabriele Wilkens BR Business Reports | | | | | |
| Bank Sort Code (if UK account): | | Bank Account Number: | | | |
| IBAN No **DE632019000300 83385401** | | Swift Code/BIC:(if applicable) **BIC: GENODEF1HH2** | | | |
| Bank Clearing Code/ABA (optional): | | Currency: **EUR** | | | |
| By completing and returning this New Vendor Request Form you are agreeing to Finastra standard payment terms of nett 60 days from date of invoice. | | | | | |
| Name: | | Title | | | |
| **REQUISITIONER DECLARATION (To be completed by Finastra’ requestor)** | | | | | |
| Have you checked the contracted Vendor list for a suitable existing Vendor? (check box to confirm) | | | | | |
| Why is this purchase not possible from an existing Finastra Vendor? | | | | | |
| Function and role: | | | | Have bank details been attached on Vendors’ headed notepaper? Yes  No | |
| Form submitted by (First & Surname): | | | | | Date: |