** New Vendor Request Form**

**All fields are mandatory** unless stated otherwise, incomplete forms will be returned to Misys’ requester. Completed forms must be submitted by the Misys requestor to Misys Procurement by email: Misys.purchasing@misys.com.

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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: Rainbird Associates SARL | | | | | |
| Brief description of goods / services provided:: Recruitment | | | | | |
| Company Reg. No. **CH-550.1.041.441.3** | VAT Reg. No. CHE-112.028.170 If applicable) | | | | |
| Service Tax Registration no. (if applicable) | PAN no. (applicable only for India). | | | | |
| Office Address: **Route du Bois Rond 156,**  **74310 Les Houches,**  **France** | | | | | |
| Payment Address (if different to Office Address): Chemin du Tirage 27, 1299 Crans-près-Céligny, Suisse (CH) | | | | | |
| Purchase Ordering Address (if different to Office Address): | | | | | |
| Telephone: **+33 450 540 572** | | | Currency: **CHF** | | |
| E-mail Address for Orders: [**james@rainbirdassociates.com**](mailto:james@rainbirdassociates.com) | | | Remittance Email Address: **james@rainbirdassociates.com** | | |
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| **BANK & CONTACT DETAILS (*Must be supported by bank details on company letterhead emailed with form)*** | | | | | |
| Bank Name: **Banque Cantonale Vaudoise** | | Bank Address (if foreign bank):  Rue Perdtemps 6,  1260 Nyon,  Suisse (CH) | | | |
| Account Holder’s Name: **Rainbird Associates SARL** | | | | | |
| Bank Sort Code (if UK account): | | Bank Account Number: **K5092.71.16** | | | |
| IBAN No CH38 0076 7001 K509 2711 6 | | Swift Code/BIC:(if applicable) BCVLCH2L | | | |
| Bank Clearing Code/ABA (optional): | | Currency: **CHF** | | | |
| 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: James Rainbird | | 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) x | | | | | |
| Why is this purchase not possible from an existing Misys Vendor? **Because we don’t have one suitable is Switzerland** | | | | | |
| Function and role: **Recruitment Parner** | | | | Have bank details been attached on Vendors’ headed notepaper? Yes x No | |
| Form submitted by (First & Surname): **Alexandra Teican** | | | | | Date: **26.05.2015** |