** 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: White Massif Creations LLP | | | | | |
| Brief description of goods / services provided:: Event Management | | | | | |
| Company Reg. No. **IN-KA89951219934292L** | VAT Reg. No.  If applicable) | | | | |
| Service Tax Registration no..(if applicable)**AABFW7225N** | PAN no. (applicable only for India). **AABFW7225N** | | | | |
| Office Address: **NO, 23, 3RD FLOOR, ACE SPACE, 8TH MAIN ROAD, VASANTHNAGAR, BANGALORE - 560032** | | | | | |
| Payment Address (if different to Office Address): **SAME AS ABOVE** | | | | | |
| Purchase Ordering Address (if different to OfficeAddress): **SAME AS ABOVE** | | | | | |
| Telephone: | | | Currency: **INR** | | |
| E-mail Address for Orders: **INFO@WHITEMASSIF.COM** | | | Remittance Email Address: **VINAY@WHITEMASSIF.COM** | | |
|  | |  | | | |
| **BANK & CONTACT DETAILS (to be completed by the Vendor)**  **(*Must be supported by bank details on company letterhead emailed with form)*** | | | | | |
| Bank Name: **AXIS BANK** | | Bank Address (if foreign bank): **N/A** | | | |
| Account Holder’s Name: **WHITE MASSIF CREATIONS LLP** | | | | | |
| Bank Sort Code (if UK account): | | Bank Account Number: **913020056238562** | | | |
| IBAN No | | Swift Code/BIC:(if applicable)**UTIB0001887** | | | |
| Bank Clearing Code/ABA (optional): | | Currency: **INR** | | | |
| By completing and returning this New VendorRequest Form you are agreeing to Misys standard payment terms of nett 60 days from date of invoice. | | | | | |
| Name: VINAY KUKREJA | | Title CO-FOUNDER | | | |
| **REQUISITIONER DECLARATION (To be completed by Misys’ 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 Misys Vendor? **Lower quote received from this vendor** | | | | | |
| Function and role: | | | | Have bank details been attached on Vendors’ headed notepaper? Yes  No | |
| Form submitted by (First & Surname): | | | | | Date: |