|  |
| --- |
| FOR INTERNAL USE ONLY – DO NOT SEND TO VENDOR TO COMPLETE |

**Vendor Category**

**Vendor No**

## SDTG New Vendor Request / Updates

## Please complete and forward to Support Services, Accounts Payable

[accounts.payable@sdtg.co.nz](mailto:accounts.payable@sdtg.co.nz)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vendor Name** |  | | | | |
| **Purpose for New Vendor** | Describe the goods or services required | | | | |
| **PO Box No or Street No & Name** | E.g. A newCAT or Palfinger supplier  Post Box or Street Address e.g. PO Box 16-168 or 24 Amyes Rd | | | | |
| **Suburb** | Box Lobby if PO Box or Suburb if Street Address | | | | |
| **City** |  | | | | |
| **Post Code** |  | | | | |
| **Country** |  | | | | |
|  |  | | | | |
| **Telephone** |  | **Mobile phone** | |  | |
| **E-mail for Remittance** |  | | | | |
| **E-mail for Purchase order** |  | | | | |
|  |  | | | | |
| **GST Number** |  | | **Currency** | |  |
| **Vendor Group** | **NZ 🞏 Australia 🞏 Overseas 🞏 Refund 🞏** | | | | |
| **Contractor** | **Yes 🞏 No 🞏** | | | | |

**Important to note**

**Payment Terms:** The Company’s policy is to pay all vendors on the last day of the month following invoice. If the vendor’s terms are different to that, please provide evidence from the vendor, and this will be considered.

**Bank Account Evidence:** No new Vendor will be created unless a copy of a bank deposit slip, a signed confirmation on company letterhead of the bank account details, or a statement from the Vendor showing the correct bank account details is attached to this request.

**Requested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Name – please print) (Location)**

**Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Branch / Ops* (Name – please print) (Signature)**

***manager)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Support Services use only:** | | | |
| **Changes Made By:** |  | **Date** |  |
| **Approved By:** |  | **Date** |  |