

SAVE Completed Form as PDF and EMAIL to AU.purchasing@otis.com with all required attachments

Fields with Asterix * are Mandatory

SECTION 1 - CONTACT DETAILS

Have you read "Instructions to Add/Amend Supplier to JDE" accessible from Supply Chain Intranet (link below) :

* Yes No

[**Supplier Add and Amend Instructions Link**](#)

Business Unit (Country)

*

Business Unit (Entity)

*

Request Type

*

Preparer Email: *nicola.hilton@otis.com

Date: 9/01/2026

SECTION 2 - VENDOR DETAILS

Does the vendor perform works on a Otis/Electra customer site?

* Yes No

Does the Vendor Collect and Store Personal Information? If Yes, complete Privacy Impact Assessment (PIA) and attach. See details on Personal Information & PIA at link:

*

<https://otiselevator.sharepoint.com/sites/dataprivacy>

Requestor need to specify the correct Vendor Catagory. [click here](#) for Glossary of Key terms and documentation.

Vendor Category

*

JDE Vendor Code: (If Request Type is Amendment Creditor)

Vendor Name:

*

Trading As (if Applicable)	Vendor Address*	Suburb*	State*	Country*	Post Code*
Trade Skills Australia Pt Ltd	Unit 2A, 969 Abernethy Road, High Wycombe, WA 6057	High wycombe	WA	Australia	6057

Vendor Contact Name: * Sam Segond Von Bachet

Vendor Contact Number:

*

Vendor Fax Number:

*

Tax Status:

*

Email Address for PO:

*

accounts@tradeskillsaustralia.com.au

ABN/NZBN/GST/VAT/TIN No. (Enter Without Spaces):

27637489877*

*NO ABN = 48.5% tax deduction : GST/VAT/TIN No. (equivalent to Australia's ABN)

SECTION 3 - PAYMENT DETAILS

Payment Terms

*

Justification: 14 days (unavailable in drop down)

NOTE: For Payment Terms less than 90 Days – Approval is required from Director of Finance. Attach Approval with Request

SECTION 4 - BANK DETAILS

Purchasing Currency:

*

AUD, NZD, USD, EUR
etc

Advise supplier to send banking details on letterhead (in PDF) to
VendorRequests@otis.com ?

*

Email Address for Remittance Advice: * Click or tap here to enter text.

AUTHORISATION

Nominate 1st Level Approver (cannot be same as preparer)":

NOTE: Attach approvers email when sending VMF request to: **AU.purchasing@otis.com**

Click or tap here to enter text.* Name of **approving** Supervisor or Manager

CHECKLIST

All attachments files MUST be 'Read Only' documents. *Failure to do so will result in rejection of application. (i.e PDF, scanned document etc)

Email to **AU.purchasing@otis.com** - Only Documents Pertaining to Vendor type Listed Below

NEW: VENDOR or SERVICE PROVIDER

Copy of Certificate of Currency for Public Liability Insurance *

[Link for ABN Check](#)

ABN check completed and attached: *

Please Attach Copy of Supplier Price List *

NOTE: Attach Workers Comp Cert and Trade Qualification if Vendor does work in Otis Offices.

NEW: SUB CONTRACTOR

Please Attach Copy of Supplier Price List *

Please Attach copy of confirmation email from Pegasus Safety Compliance approval *

Note: Signed Subcontractor Agreements are to be uploaded into Pegasus by Sub Contractor.

AMMENDMENT CREDITOR

Company Name / contact details/Address (ABN Check document required)

a) Attach letter from the supplier with the change request (must be on supplier letterhead showing the ABN number): *

CASE FOR ADDITION:

Describe what we intend to purchase: * Click or tap here to enter text.

Why does the business require this supplier? * Click or tap here to enter text.

Why can't a preferred supplier be used? * Click or tap here to enter text.

If this supplier to replace an existing supplier, what is the creditor code? Click or tap here to enter text.

Proposed Purchase: *

Spend will be less than \$500

Spend will be greater than \$500 but less than \$30K

Spend will be greater than \$30K but less than \$100K

Spend will be greater than \$100K but less than \$300K

Spend will be greater than \$300K

If proposed purchase will exceed \$30K for PROJECT PROCUREMENT on a single purchase order, the Supply Chain Project Procurement process needs to be carried out.

If proposed purchase will exceed \$100K for LABOUR on a single purchase order, the 8 step sourcing process needs to be carried out.

If proposed purchase will exceed \$300K for MATERIAL on a single purchase order, the 8 step sourcing process needs to be carried out.

Please contact your Supply Chain Department for details.

Commitment: *

Work has proceeded or goods received without formal authorisation. Invoices have been received by the Branch (maybe forwarded to SarbOx for investigation)

No commitment has been made with the proposed supplier (supply chain may direct the business to use an existing supplier)

* I hereby confirm

that I am aware of and comply with Otis Code of Ethics. In particular, but without limitation, I confirm that I have not made any arrangements

or understandings regarding price, whether made by me or others that I am aware of. I confirm that to the best of my knowledge no family relationship exists

between me and the supplier or any of its employees. I have not engaged in any anticompetitive behaviour. I have not attempted to influence the supply

process, and I do not have any vested interest in the supplier named above.

Comments

Click or tap here to enter text.

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