

VENDOR MASTER CREATION - (FORMAT FOR NEW VENDOR/VENDOR SITE)

Doc No. OASC SCM .2

Date:

|  |  |  |
| --- | --- | --- |
| Supplier Name**:** |  | Invoice Currency**:** |
| Supplier Site (division)**:** | Ship to Location**:** |
| Address**:** | Bill to Location**:** |
| Country**:** | Supplier Type**:** |
| Phone**:** | Supplier Grade (if any)**:** |
| E Mail**:** | Pay Group**:** |
| Payment terms **:**60/90/ICH/others | Supplier Site Uses **:**Pay/Purchase/RFQ/Primary |
| Parent Supplier Name**:** | Enforce ship to Location: Warning/Reject/None |
| Parent Supplier A/C No**:** | Qty Received Exception**:** Warning/Reject/None |
| Contact Name & Title**:** | Receipt Date Exception **:**Warning/Reject/None |
| Phone / GSM**:** | Invoice Match Option **:**PO/GRN/NONE |
| E mail**:** | VAT Details: |
| Bank details for TT**:** | VAT No. |
| Name of the Bank**:** | SME-Riyada Card : Yes/No |
| Branch**:** | SME-Riyada Card No. |
| Currency**:** | Principal activity of the Company**:** |
| A/C No**:** | Supplier Type**:** |
| Swift Code (for overseas)**:** | Enforce ship to Location: Warning/Reject/None |
| IBAN NO (for overseas)**:** | Principal activity of the Company**:** |
| Sort code (for overseas)**:** |  |
| Bankers Address**:** |  |

Important: Please fill-in the full information, don't leave any blank and seal with your company stamp & signature of your authorized personnel.