SUPPY BASE ENTRY & EXIT REQUEST DOCUMENT

THIS DOCUMENT IS TO BE COMPLETED BY THE ORIGINATOR BEFORE A SUPPLIER ACCOUNT CAN BE CREATED OR DELETED. THE ORIGINATOR MUST ALSO GET THE SUPPLIER TO SIGN THE PAYMENT TERMS SECTION BELOW.IT IS THE RESPONSIBILITY OF THE ORIGINATOR TO ENSURE THAT ALL DETAILS ARE GIVEN. ONCE COMPLETED PLEASE SEND TO THE PURCHASING DEPT FOR APPROVAL

ORIGINATOR

DEPARTMENT

EXT NUMBER

TYPE OF SUPPLIER

MANUFACTURING	CONSUMABLE

DATE OF REQUEST

Consignment supplier? | Y | | N |

DATE OF SUBMISSION TO PURCHASING DEPT

PLEASE DELETE AS APPROPRIATE

PLEASE INDICATE NATURE OF REQUEST

NEW SUPPLIER		COMPLETE SECTIONS A, B, C and F
NEW SUPPLIER - customer specified		COMPLETE SECTIONS A, B, C and F
AMMENDMENT TO EXISTING SUPPLIER		COMPLETE SECTION "A & F" AND ALL SECTIONS TO BE AMMENDED
DELETION OF EXISTING SUPPLIER		COMPLETE SECTION "A & F" ONLY

AFTER COMPLETING RELEVANT SECTIONS PLEASE GO TO SECTION 'F' AND SIGN REQUEST AND PASS TO THE PURCHASING MANAGER

SECTION A - JUSTIFICATION

SUPPLIER NAME

NATURE OF SUPPLIER

SUPPLIER VENDOR NUMBER / REFERENCE

JUSTIFICATION FOR AMMENDMENT, ADDITION OR DELETION

SECTION B - SUPPLIER DETAILS

CURRENT APPROVALS

BS EN ISO 9001		BS EN ISO 9002	
TS16949		AS 9100	
ISO 14001		MOD	
OTHER		OTHER	
NONE		OTHER	

SUPPLIER QUALITY MANAGER EMAIL ADDRESS

THIS EMAIL IS CRITICAL AS ITS NEEDED TO POPULATE THE *SUPPLIER PERFORMANCE EMAIL* FIELD ON MFG PRO, WHICH SENDS SUPPLIER PERFORMANCE DATA TO THE SUPPLIER ON A WEEKLY BASIS

SUPPLIER LOGISTICS / OPERATIONS MANAGER EMAIL ADDRESS

THIS EMAIL IS CRITICAL AS ITS NEEDED TO POPULATE THE MIN / MAX *SUPPLIER NOTIFICATION EMAIL* FIELD ON MFG PRO, WHICH SENDS THE SUPPLIER MIN / MAX STOCK LEVEL DATA AT SWANN TO THE SUPPLIER ON A DAILY BASIS

THE ABOVE EMAIL FIELDS MUST BE FILLED IN REGARDLESS OF THE LOGISTICS ROUTING

SUPPY BASE ENTRY & EXIT REQUEST DOCUMENT

	SUPPLIER PURCHASING SITE	SUPPLIER PAYMENT SITE (IF DIFF)
ADDRESS		
POSTCODE		
COUNTRY		
CONTACT NAME		
POSITION		
TELEPHONE		
FAX		
E-MAIL		
BANK NAME		
BANK ADDRESS		
BANK SORT CODE		
BANK ACCOUNT NAME		
BANK ACCOUNT NUMBER		
COUNTRY CODE		
PAYMENT CURRENCY		
VAT NUMBER		
DUNS NUMBER		
COMPANY REGSITRATION NO.		

PLEASE BE AWARE THAT ARRK EUROPE LTD STANDARD PAYMENT TERMS ARE 60 DAYS MONTH END. ANY REQUEST FROM DEVIATION FROM THESE TERMS WILL NEED TO BE SANCTIONED IN WRITING BY THE PURCHASING / ACCOUNTS MANAGER PRIOR TO ANY ORDER BEING PLACED WITH THE ABOVE SUPPLIER. IT IS THE ORIGINATORS RESPONSIBILITY TO MAKE SURE SUPPLIERS UNDERSTAND THIS TERM. BY SUBMITTING THIS FORM FOR APPROVAL YOU ARE CONFIRMING THAT THESE CONDITIONS OF PAYMENT HAVE BEEN DISCUSSED AND AGREED WITH THE ABOVE SUPPLIER

SUPPLIER TO SIGN TO AGREE TO 60 DAYS M/E PAYMENT TERMS

SIGN	
PRINT	
DATE	

AGREED PAYMENT TERMS (PLEASE TICK BOX)

30 DAYS M/E	
60 DAYS	
60 DAYS M/E	✔

AGREED DEVIATION BY (PUR DIR OR MANAGER)

SIGN	
PRINT	
DATE	

SECTION C - SUPPLIER PROOF OF IDENTITY / REFERENCES

	Y	N
HAVE PROOF OF SUPPLIER AND SUPPLIER REFERENCES BEEN ATTACHED TO THIS FORM ?	Y	N
IS A CREDIT ACCOUNT REQUIRED ?	Y	N

SECTIONS D, E, G & H FOR PURCHASING USE ONLY -   SECTION I FOR ACCOUNTS ONLY

SECTION D - JUSTIFICATION ANALYSIS

	Y	N
IS THE PROPOSED SUPPLIER ADDITION / DELETION JUSTIFIED ?	Y	N

(if no - please give reason for rejection - then proceed to section H)

SUPPY BASE ENTRY & EXIT REQUEST DOCUMENT

SECTION E - ASSESSMENT RESULTS

ASSESSMENT	PASS	FAIL		SEE ASSESSMENT REPORT No -	N/A

IS THERE TOOLING INVOLVED ?		Y	N
IF SO, HAS THE TOOLING MATRIX BEEN COMPLETED		Y	N

SECTION F - ORIGINATOR SIGNATURE

ORIGINATOR (PRINT)	
ORIGINATOR (SIGN)	
DATE	

SECTION G - AUTHORISATION SIGN OFF

REQUEST ACCEPTED / REJECTED	**ACCEPT**	**REJECT**

COMMENTS

SECTION H- ACCOUNT DEPT PROCESSING

DETAILS PASSED TO ACCOUNTS DEPT	Y	N	SIGN	
SUPPLIER ENTERED ON SYSTEM (accounts)	Y	N	DATE	

Purchasing Manager / Director Sign Off	
NAME = SIGN AND PRINT	
DATE	