

Vendor Creation/Change form



| A. Supplier Details | | | |
|--------------------------------------|-----------|------------|------------|
| Supplier Name | | | |
| Address | | | |
| Telephone | | | |
| Main contact | | | |
| Email | | | |
| Bank account verification contact | | | |
| Company Registration Number | | | |
| Vat Number | | | |
| Currency | | | |
| Tax Exemption Number (if applicable) | | | |
| Bank Name | | | |
| Bank Account Number | | | |
| Bank Account Sort Code | | | |
| IBAN Number | | | |
| SWIFT Number (if applicable) | | | |
| Payment terms | | | |
| Group categories (select) | EU Vendor | DOM Vendor | ROW Vendor |

| B: Quant Requester Information | |
|--|--|
| Required Scope of Services/Supply | |
| Justification for Request | |
| Approx. Annual Order value in local currency | |
| Expiry Date (if applicable) | |

| C: Environment, health, safety, and quality | |
|---|--------|
| | Yes/No |
| The vendor undertakes to comply with Quant's safety instructions? | |
| The vendor undertakes to adhere to Quant's ethical principles? | |
| The vendor undertakes to follow Quant's billing instructions? | |
| The vendor's credit and sustainability rating are in order? | |
| The vendor has valid ISO 9001 and ISO 14001 certificates? | |
| The vendor of services/work has a liability insurance (min. 2M€) | |

| D: Authorization for Use | | |
|--------------------------|------------------------------|------|
| Name | Signature (or mail approval) | Date |
| Requester | | |
| Ops/Site Manager | | |
| Finance | | |

| E: New Supplier input into ERP system | | |
|---------------------------------------|-----------|------|
| Entered By | Signature | Date |
| | | |