

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)	<input type="checkbox"/> EU Vendor	<input type="checkbox"/> DOM Vendor	<input type="checkbox"/> 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?	<input type="checkbox"/>	<input type="checkbox"/>
The vendor undertakes to adhere to Quant's ethical principles?	<input type="checkbox"/>	<input type="checkbox"/>
The vendor undertakes to follow Quant's billing instructions?	<input type="checkbox"/>	<input type="checkbox"/>
The vendor's credit and sustainability rating are in order?	<input type="checkbox"/>	<input type="checkbox"/>
The vendor has valid ISO 9001 and ISO 14001 certificates?	<input type="checkbox"/>	<input type="checkbox"/>
The vendor of services/work has a liability insurance (min. 2M€)	<input type="checkbox"/>	<input type="checkbox"/>

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