

## ANY STOCK BUYER.COM - New Supplier Form

This form should be used whenever setting up a new supplier to ensure correct set up

### Supplier Details

Any Stock Buyer Supplier Number	To be completed by Any Stock Buyer
Supplier Name	
Supplier address	
Postcode	
Telephone	
Fax	
Website	
Account type (FOB (int) / Domestic)	
Order Currency (GBP, USD, EUR)	
Haulier (Add haulier name)	
Fixed Booking, (If yes, add day and time)	
HDC handbook received (Date)	
Terms Approved and Submitted to Finance (Date)	To be completed by Any Stock Buyer
Supplier set up on MMS (Date)	To be completed by Any Stock Buyer
Supplier set up on WMS (Date)	To be completed by Any Stock Buyer

### Supplier Contacts

Trading Account Manager: Name	
Trading Account Manager: Email	
Trading Account Manager: Phone	
QA/ Technical contact: Name	
QA/ Technical contact: E-mail	
QA/ Technical contact: Phone	
Merch/ Stock controler / customer services: Name	
Merch/ Stock controler / customer services: E-mail	
Merch/Stock controler / customer services: phone	
Accounts / Finance : Name	
Accounts / Finance: E-mail	
Accounts / Finance: Phone	
Logistics / warehouse Key Contact: Name	
Logistics / warehouse Key Contact: Email	
Logistics / warehouse Key Contact: Phone	

### Supplier Payment Method

Payment Method: (Cheque or BACS)	
Account Name:	
Bank:	
Account Number:	
Sort Code:	
IBAN:	
Branch:	