

# 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	<i>To be completed by Any Stock Buyer</i>
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)	<i>To be completed by Any Stock Buyer</i>
Supplier set up on MMS (Date)	<i>To be completed by Any Stock Buyer</i>
Supplier set up on WMS (Date)	<i>To be completed by Any Stock Buyer</i>

## 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 Terms

Buyer	<i>To be completed by Any Stock Buyer</i>
Payment Terms	60 days
Settlement Discount	2%
Volume Rebate	2%
Advertising Rebate	2%
Shrinkage Allowance	0.5%
Listing Fee	0.5%
Faulty Goods	2%

Email from supplier must be attached showing agreement to terms listed above  
 Any terms agreement outside the above must be approved by the Finance Director

## Supplier Payment Method

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