

Foodstuffs North Island Limited – Vendor Account Form



Vendor Details				
Trading name		NZBN / GLN no.		
Legal name		Company no.		
Physical address	Street number and name			
	Suburb / RD number			
	Town / City		Postal code	
	Country			
Postal address <i>(if different to above)</i>	PO Box / Private Bag no.			
	Suburb			
	Town / City		Postal code	
	Country			
Contact details	Phone number		Fax number	
	Email or web address			
GST number		Invoicing Currency, e.g. NZD, AUD		<i>Copies of an invoice and a credit note must be attached</i>
Business activity				

Local (New Zealand) Vendor Bank Account Details				
Bank Account number				<i>Deposit slip must be supplied as verification of details</i>
	Bank & Branch	Account Number	Suffix	

International Vendor Bank Account Details					
Bank Address				Swift Code	
State		Country		Short Code	

Payment Terms	✓	Payment Frequency	Disc %	Description	
Goods for resale <i>(Charge Through or Distribution Centre)</i>		Monthly	2.50	• Invoices paid on the last working day of the following month:	9025
		Weekly	3.75	• Invoices paid 22 to 28 days following invoice date. • Payments will be processed on the first working day of the week.	0509
				• Other – to be agreed by FSNI General Manager and Chief Financial Officer	
Goods or services for consumption by FSNI Group		Monthly	0.00	• Invoices paid on the last working day of the following month.	9000
		Weekly	0.00	• Invoices paid 22 to 28 days following invoice date (applicable for contractors and professional services only) • Payments will be processed on the first working day of the week.	0508

By signing this form, the Vendor acknowledges and accepts FSNI terms and conditions and agree to comply with the Foodstuffs Ltd Compliance Approved Vendor Documentation.

Vendors Authorised Representative's name		Signature	
Position		Date	

Please forward this form and the completed Vendors Contacts form to your Relationship Manager, e.g. FSNI Category Manager

FSNI Office use only			
Authorising Personnel Name		Signature	
Group company name		Date	
Vendor number	SAP	Other	Clerk no.

Managing Director 02

Contact name	Mr Mrs Ms Miss	Telephone no.	
Position		Fax no.	
Email address		Mobile	

Director 1 03

Contact name	Mr Mrs Ms Miss	Telephone no.	
Position		Fax no.	
Email address		Mobile	

Director 2 03

Contact name	Mr Mrs Ms Miss	Telephone no.	
Position		Fax no.	
Email address		Mobile	

National Account Manager 09

Contact name	Mr Mrs Ms Miss	Fax no.	
Position		Telephone no.	
Email address		Mobile	

Regional Accounts Manager 09

Contact name	Mr Mrs Ms Miss	Telephone no.	
Position		Fax no.	
Email address		Mobile	

Senior Financial Officer (CFO, Financial Controller, Business Manager etc) 12

Contact name	Mr Mrs Ms Miss	Telephone no.	
Position		Fax no.	
Email address		Mobile	

Procurement (Purchase Orders) 07

Contact name	Mr Mrs Ms Miss	Telephone no.	
Position		Fax no.	
Email address		Mobile	

Promotions 14

Contact name	Mr Mrs Ms Miss	Telephone no.	
Position		Fax no.	
Email address		Mobile	

Customer Services (Credit note requests, claims, POD requests)				06
Contact name	Mr Mrs Ms Miss	Telephone no.		
Position		Fax no.		
Email address		Mobile		

Delivery Discrepancies (if not customer services)				10
Contact name	Mr Mrs Ms Miss	Telephone no.		
Position		Fax no.		
Email address		Mobile		

Accounts Receivable (Invoice queries, payment remittances)				05
Contact name	Mr Mrs Ms Miss	Telephone no.		
Position		Fax no.		
Email address		Mobile		

Accounts Payable (For payment of promotional invoices etc)				04
Contact name	Mr Mrs Ms Miss	Telephone no.		
Position		Fax no.		
Email address		Mobile		

eCommerce contact				17
Contact name	Mr Mrs Ms Miss	Telephone no.		
Position		Fax no.		
Email address		Mobile		

Debtor (Customer) (Person or Team who should receive Master Data Changes (Member store changes))				11
Contact name	Mr Mrs Ms Miss	Telephone no.		
Position		Fax no.		
Email address		Mobile		

Gilmours Buyers Guide (Person who should receive Gilmours Buyers Guide)				01
Contact name	Mr Mrs Ms Miss	Telephone no.		
Position		Fax no.		
Email address		Mobile		