**Vendor Creation Approval Form**

**CATALENT NEW VENDORS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Purchasing org.:** | | **Company: CT01** | | | |
| **Date of Request (dd/mm/yyyy):** | | | | | |
| **REASON *(Please tick appropriate box and add details below)*** | | | | | |
| **OTHER REQUEST/ ADDITIONAL DETAILS *(Please specify):*** | | | | | |
| **\*Fields with asterisk are MANDATORY** | **VENDOR:** | | | | **COMMENTS** |
| **Account Group** | Scegliere un elemento. | | | |  |
| **SAP Vendor number** (If already exists) |  | | | |  |
| **\*Name Lines 1 to 4**  (If Name is too long, use abbreviations – 40 characters per line) |  | | | |  |
| **\*Address** (Street – Str. Number) |  | | | |  |
| **\*City** |  | | | |  |
| **\*Postcode** |  | | | |  |
| **\*Country** (If not IT) |  | | | |  |
| **\*Region (Province)** |  | | | |  |
| **\* Telephone** |  | | | |  |
| **FAX Number** |  | | | |  |
| **\* Email for PO Receipt** |  | | | |  |
| **Brief Description of Goods and Services** |  | | | |  |
| **\* Language** |  | | | |  |
| **\* Tax Number 1 or VAT Reg. Number** |  | | | |  |
| **\*IBAN/BANK ACCOUNT** |  | | | |  |
| **\*SWIFT CODE** |  | | | |  |
| **\*WHT-WHITHOLDING TAX** | Scegliere un elemento. | | % |  |  |
| **\*** **Reconciliation Account** | Scegliere un elemento. | | | |  |
| **\*** **Payment Terms** | Scegliere un elemento. | | | |  |
| **\* Payment methods** | Scegliere un elemento. | | | |  |
| **\*Currency** |  | | | |  |
| **\*****Incoterms** | Scegliere un elemento. | | | |  |
| **\*****Schema group SAP** | Scegliere un elemento. | | | |  |
| **\*Material Group** | Scegliere un elemento. | | | |  |
| **\*Automatic PO** |  | | | |  |