

VENDOR MASTER REQUEST

Last update: NOVEMBER 2015

Date:

INSTRUCTIONS

- > Please complete the client data fields as requested on the sheet. All rows mark with a "*" is compulsory fields.
- > Please take note of the importance of the completeness and accuracy of the data as it will have a direct impact on the accuracy of the scheduling of our services. Use the following website (<http://touchmap.com/latlong.html>) if you are not sure where to get the latitude and longitude of pick up point.
- > If you want an electronic copy of the client data sheet at can be requested from keyadmin@rent-a-drum.com.na and we will mail it through.
- > Please email the completed client data sheet to keyadmin@rent-a-drum.com.na or fax it to +264 88 623 797

ACCOUNT NO (IF APPLICABLE)

CLIENT DATA UPDATE REQUEST

CLIENT LEVEL INFORMATION REQUIRED

General Information

Alpha Name (Legal Name)		*
Trading as Name of business		*
Company Registration Number		*
Tax Registration Number (If applicable)		*
VAT Registration Number (If applicable)		*
Group of companies (If applicable)		

Postal Address

Postal Address LN1		*
Postal Address LN2		*
Postal Code		
Post Box City		*

Physical Address

Delivery Address LN1		*
Delivery Address LN2		*
Postal Code		
City		
Country		
Longitude & Latitude of service delivery area		*

Additional Communication detail

<u>Owner/ Managing Director/ Managing Member/ Partner</u>	Designation		*
	Name and Surname		*
	Contact number		*
	E-mail address		*

<u>Responsible for Operational side</u>	Designation		*
	Name and Surname		*
	Contact number		*
	E-mail address		*

<u>Responsible for Finance</u>	Designation		*
	Name and Surname		*
	Contact number		*
	E-mail address		*
	Credit limit		*

Communication Details of person to receive invoices and statements

Vendor Telephone Number		*
Vendor Fax Number		*
Vendor Mobile Number		*
Vendor E-Mail Address		*

BEE Scorecard

BEE Contribution Level		
Expiry date		

ISO Accreditation

Does your company have ISO accreditation and indicate accreditation type?	
Accreditation type	

	Services provide currently (indicated QTY if applicable)	Quote needed for additional services (indicated QTY if applicable)		Services provide currently (indicated QTY if applicable)	Quote needed for additional services (indicated QTY if applicable)
Bins			File 13		
KleenBin			Clear Bags		
Skips			Recyclables		
Moloks			Box		
Medical Waste			Glass		

Disclaimer:

Vendors hereby confirm the above account detail to be correct . By submitting these information details to Rent-A-Drum (Pty) Ltd from any incorrect invoicing or services delivery. All clients information will be handle as confidential info.