

MAINTAIN BUSINESS PARTNER

Please tick the required transaction

COMPANY	
<input type="checkbox"/>	888 (PHN INDUSTRY SDN BHD)
<input type="checkbox"/>	882 (DRB-HICOM MECHATRONICS SDN BHD)

TRANSACTION CHECKLIST	
<input type="checkbox"/>	INSERT Reason: _____
<input type="checkbox"/>	MODIFY Reason: _____
<input type="checkbox"/>	DEACTIVATE** Reason: _____

**This column should only be completed if the requestor intends to deactivate the current supplier in Baan.

PREPARED BY	VERIFIED BY	APPROVED BY
Date: _____	Date: _____	Date: _____

FOR IT DEPARTMENT USE ONLY	APPROVED BY	FOR PVD-VMD USE ONLY	APPROVED BY
Please tick the required transaction		Please tick the required transaction	
TYPE: <input type="checkbox"/> SUPPLIER (WITH PO) BP SERIES: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SUPPLIER (W/O PO) <input type="checkbox"/> STAFF SO NO: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CUSTOMER SR NO: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date: _____	PRE Q: <input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> APPROVE WITH CONDITION <small>**Only the PASS/APPROVED WITH CONDITION vendor shall be registered into LN 10.6. Please allow seven (7) working days for the Pre-Q process (until completion) upon this form submission to PVD-VMD</small>	Date: _____
REMARKS: _____		CATEGORY: <input type="checkbox"/> TRADE <input type="checkbox"/> SUNDRY <input type="checkbox"/> INTERCOMPANY	REMARKS: _____

GENERAL

*For deactivation, fill up BP Code, Name and Deactivation Date only

* BP CODE	<input type="text"/>	* DEACTIVATION DATE	<input type="text"/>
* NAME	<input type="text"/>		
ADDRESS	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
ZIP CODE	<input type="text"/>	CITY	<input type="text"/>
		COUNTRY	<input type="text"/>

DETAILS

**Mandatory*

*** TELEPHONE**

FAX

WEBSITE

E-MAIL

SST REG NO
(Chamber of Commerce)

*** ROC NO**
(Commercial ID)

*** TIN NO**
(**Tax No)

*** MSIC CODE**

** Individual - E100000000010
Oversea Customer - E100000000020
Oversea Supplier - E100000000030
Govt. Ent/Local - E100000000040

FOR FINANCE & SALES DEPARTMENT USE ONLY

VERIFIED BY

APPROVED BY

FINANCIAL BUSS. PARTNER GROUP

EXCHANGE RATE TYPE
(PUR - Purchase Tax / SLS - Sales Tax)

PAYMENT METHOD

CURRENCY

Date:

Date:

PAYMENT TERM

BANK RELATION

REMARKS: _____

COMPLETENESS CHECKING

FOR PROCUREMENT USE ONLY

FOR FINANCE & SALES DEPARTMENT USE ONLY

FOR IT DEPARTMENT USE ONLY

1. Quotation/PO/Invoice/Memo

 Yes

 N/A

2. SSM

 Yes

 N/A

3. Company Profile

 Yes

 N/A

Applicable for:

1. Quotation/PO/Invoice/Memo

(All BP type)

 Yes

 N/A

2. Bank Account Details

(for Supplier only)

 Yes

 N/A

3. SOA

(for BP to expire)

 Yes

 N/A

4. AGING

(for BP to expire)

 Yes

 N/A

5. Business Partner Info:

5.1 Invoice-from BP

(for BP to expire)

Expiry Date: _____

5.2 Pay-to BP

(for BP to expire)

Expiry Date: _____

Applicable for:

1. Address Info

(All BP type)

 Yes

 N/A

2. Business Partner Info

(All BP type)

 Yes

 N/A

2.1 Buy-from BP

(BP to expire)

Expiry Date: _____

2.2 Ship-from BP

(BP to expire)

Expiry Date: _____

3. Contact Info

(All BP type)

 Yes

 N/A

4. Bank Branches

(for Bank only)

 Yes

 N/A

5. Bank Account Details

(All BP type)

 Yes

 N/A

6. Dimensions

(for Customer only)

 Yes

 N/A

A member of

