

Supplier Creation

Document No.: PRO-TEMP-0002
Rev.: 05

Purpose

The purpose it to have a template to collect the needed information to approve and create a new supplier, as well as ensure internal AGRAMKOW justification by requestor and approval by Procurement.
The document is also located on the AGRAMKOW website.

Document Information

Owner Department: AGDK Procurement

Supplier Creation.....2
Revision History.....3

Approval Information	Initials	Date
Created By	JES AGDK Procurement	04-11-2024
Last Changed By:	JES AGDK Procurement	04-11-2024
Last Approved By:	JES AGDK Procurement	04-11-2024

Supplier Creation

Information to be provided by supplier or requestor	
Company details	
Name of company	_____
Registration number	_____
Address	_____
Zip/City	_____
Country	_____
Payment details	
Bank account number	_____
Swift	_____
IBAN	_____
Payment terms	_____
Currency	_____
Contact details	
Main contact	_____
Title	_____
Phone	_____
E-Mail	_____
E-mail for Purchase Order	_____
Other details	
INCOTERMS	_____
AG Self-assessment	_____
Others	_____

For internal AGRAMKOW use	
Requested by	_____
Purpose	_____
Why not existing supplier	_____
Country to use in	_____
Approved by Procurement	_____
Comments	_____
SAP company number	_____

Revision History

Rev.	Date	Initials	Change Description
01 to 04	Past	LYC	No history of changes recorded. Was under template F020.
05	04-11-2024	JES	Update to English and revised key content, including added requirement to approved AG Supplier Self Assessment.