

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

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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.