



CRYSTAL CANDY

SUPPLIER APPLICATION SHORT-FORM

This Form must be used when there is need for an emergency purchase, a one-off purchase, and for purchases from suppliers where the total purchases from that supplier will amount to less than US\$20 000.00 per annum.

No Purchase Order can be raised unless the Supplier is registered, except for emergency purchases, which will require permission to proceed, and signature for such must be obtained from the Managing Director or the General Manager, or in their absence from the Company Secretary or the Finance Manager.

If an emergency, reason for urgency of purchase to be given if applicable .....

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Name of Supplier.....

Address of Supplier.....

Mobile/phone.....Fax/Email No.....Contact Person Name.....

Bank details .....

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Supplier VAT Number.....

Initiator Name.....Designation.....Signature.....

World Check: I confirm that I have has checked the above New Supplier 's name it is in order:

Name.....Date.....Signature.....

Permission to proceed: Not Granted ( ) Granted ( ) Signature:.....

Managing Director or /General Manager/Company Secretary/Finance Manager hand this Form to the Accounts Payable Clerk for capture into ACCPAC.

IF THE SUPPLIER IS TO BE A REGULAR ONE OR MAY EXCEED THE ITF 263 MINIMUM OR US\$20k PER ANNUM, THE INITIATOR MUST USE AND FINALIZE THE STANDARD NEW SUPPLIER FORM AND PROCEDURE IN RESPECT OF THAT NEW SUPPLIER.