

# Instructions for Vendor Creation Form

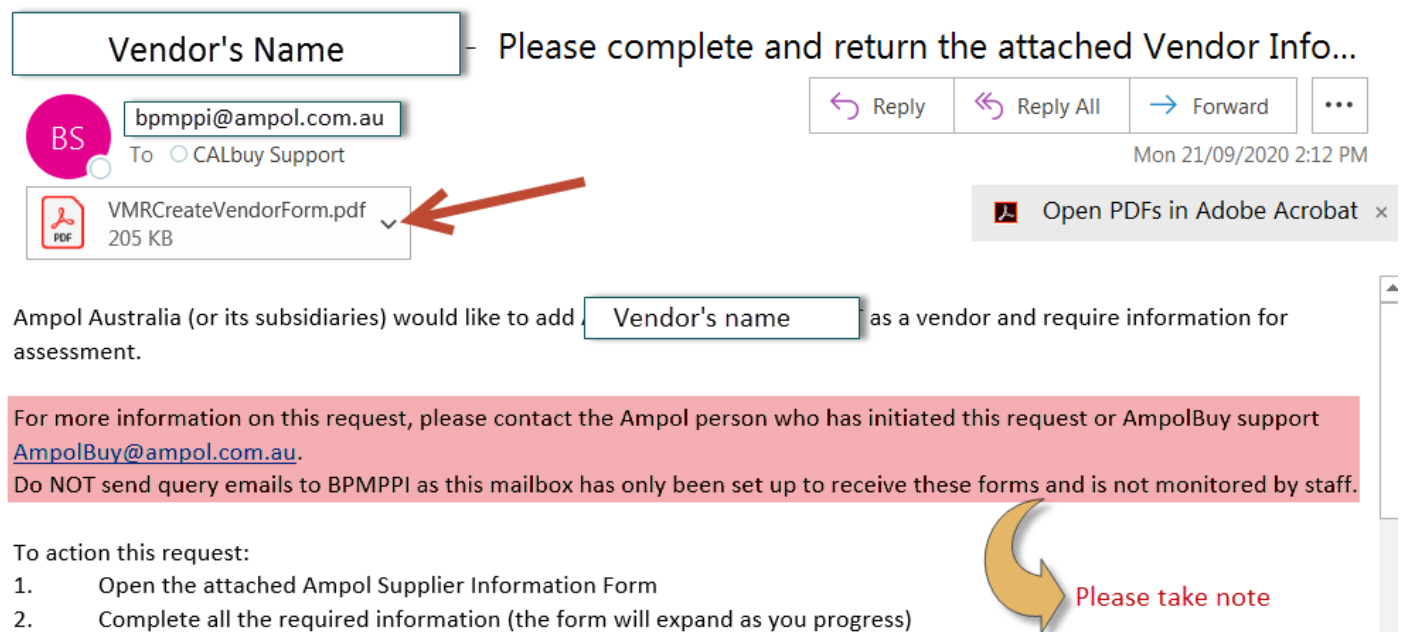
This document contains instructions to help you complete the Ampol Vendor creation form.

## Important notes before you begin:

1. **Adobe PDF – Javascript must be enabled.** Go to **Edit-> Preferences-> JavaScript-> Tick enable acrobat Javascript.** (You may need the latest version of Adobe) If you are still unable to do so, please contact [AmpolBuy@ampol.com.au](mailto:AmpolBuy@ampol.com.au).
2. **Complete** all required information (the form will expand as you progress).
3. On the **return email**, please **use your company name** as the subject.
4. Do **not** print out this form and attach a scanned copy to send back to Ampol. The details **must** be entered electronically, directly on the form. At the end of the form it has a **submit** button which you will use to email the form back to Ampol. Alternatively, save it at your desktop and return it to [bpmppi@ampol.com.au](mailto:bpmppi@ampol.com.au).
5. **Payment terms** – Ampol standard payment terms is 60 days from invoice date. If you wish to negotiate terms, please let your Ampol contact know.
6. Do **not** forward or reply email with a **blank form** to [bpmppi@ampol.com.au](mailto:bpmppi@ampol.com.au). This is a backend system email account and will auto-reject your vendor request if blank form is submitted. **If you have questions, please email your Ampol contact or Ampol support – [AmpolBuy@ampol.com.au](mailto:AmpolBuy@ampol.com.au).**

## Instructions

1. Open the email from ([bpmppi@ampol.com.au](mailto:bpmppi@ampol.com.au)) which contains the vendor form.



Vendor's Name - Please complete and return the attached Vendor Info...

BS bpmppi@ampol.com.au  
To: CALbuy Support

Mon 21/09/2020 2:12 PM

VMRCreatVendorForm.pdf 205 KB

Open PDFs in Adobe Acrobat

Ampol Australia (or its subsidiaries) would like to add  as a vendor and require information for assessment.

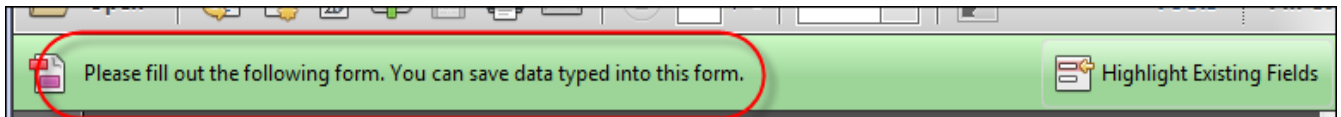
For more information on this request, please contact the Ampol person who has initiated this request or AmpolBuy support [AmpolBuy@ampol.com.au](mailto:AmpolBuy@ampol.com.au).  
Do NOT send query emails to BPMPPi as this mailbox has only been set up to receive these forms and is not monitored by staff.

To action this request:

1. Open the attached Ampol Supplier Information Form
2. Complete all the required information (the form will expand as you progress)

Please take note

2. Open the **VMRCreatVendorForm.pdf** file and you should be able to see only 1 page (if you have enabled Javascript earlier). You can fill out the form and it will expand as you progress.



3. There is a **total of 4 sections** that you need to complete.

**Section 1:** Business you are supplying to

**Section 2:** Contact Information

**Section 3:** Payment Information

**Section 4:** Contractor Questionnaire

4. The last portion is **"Conditions of Ampol Payment Process"**.

**Conditions of Ampol Payment Process: -**

1. Ampol is under no obligation to verify the above Bank details.
2. Changes in the above particulars are to be notified immediately to Ampol by mail or email - see contact details above.
3. Payment will be deemed to have been made when Ampol has instructed its Bank to credit the account or a cheque is raised in settlement of the amount owing. Ampol will not be responsible for any delays in payment or errors due to factors outside the reasonable control of Ampol.
4. Ampol reserves the right at any time to terminate or suspend the direct credit payment system and to pay by cheque or in any other manner which Ampol may determine from time to time.
5. The supplier agrees to repay to Ampol on demand any payments credited to the supplier in error and Ampol reserves the right to offset the amount of any overpayment made in error against any future debt or liability owing by Ampol to the supplier.
6. Ampol's payment terms are 60 days from the date of your invoice, unless otherwise agreed by Ampol in writing.

☐ By clicking this box, you agree to the Conditions of Ampol Payment Process.

☐ By clicking this box, you agree to supply the Goods and/or Services in accordance with the Conditions of Purchase that can be viewed via the link at the end of this form.

☐ By clicking this box, you acknowledge that you are authorised to provide the information above and to agree to the Conditions above.

Once any or all boxes are ticked, new fields will show up as per the screenshot below and the **Submit** button becomes visible. **If all or any of the three boxes are not ticked**, a member of Ampol Procurement will be in contact with you to discuss on the terms which you do not agree with.

The above information has been provided by:

**Name of person providing information:**

**Title/Position of person above:**

**Date:**

22/09/2020

If you have any questions in relation to our payment policy and process, please do not hesitate to contact our accounts payable team on 1300 658 716.

SUBMIT

**NOTE: Please put your company name as the subject text of the email. If you are unable to click on the submit button, please save the form, attached to your email and send to [bpmpipi@ampol.com.au](mailto:bpmpipi@ampol.com.au)**

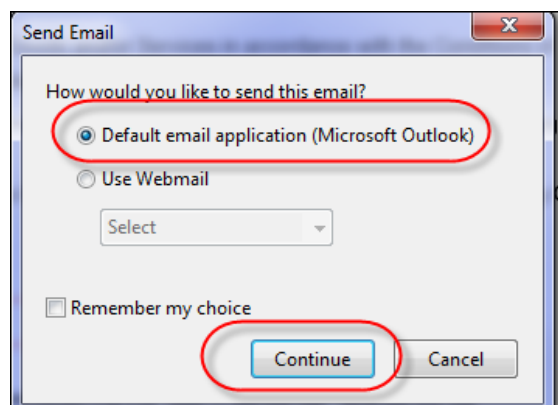
Print Form

Print a copy for your records

Save Form

Save a copy for your records

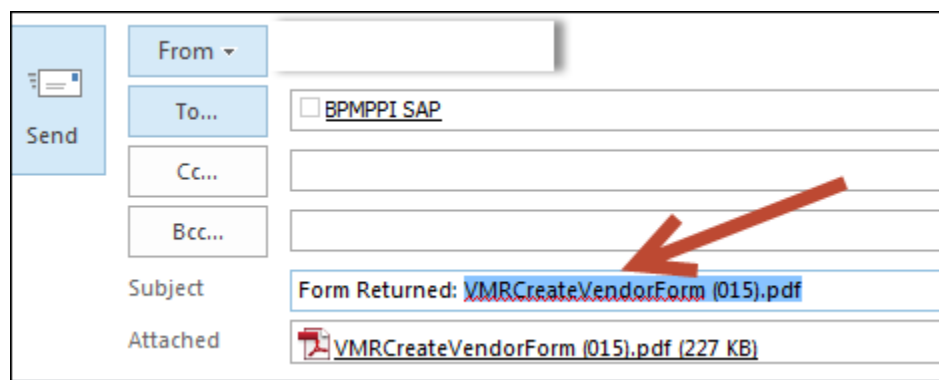
5. When you click **Submit**, a pop-up box will appear. Click **Continue**.



Choose **Default** email application if you are using Outlook, Eudora, Mail etc. The completed form will be attached to a new email, [bpmppi@ampol.com.au](mailto:bpmppi@ampol.com.au) is auto populated and you can proceed to send.

Choose **Webmail** if you are using an internet-based solution such as Hotmail, Gmail, Yahoo etc. You will need to compose a new email, attach the form and email it back to [bpmppi@ampol.com.au](mailto:bpmppi@ampol.com.au).

Please **ensure** that the subject line of your email is your company name.



**Note:** If the submit button somehow did not work, click File, save as and save it at your desktop and then attach to your email.

This is the end of the Ampol Instructions for Vendor Form. If you have any question or require further assistance, please contact AMPOL SUPPORT at [AmpolBuy@ampol.com.au](mailto:AmpolBuy@ampol.com.au). Thank you.