



DATE: 06/09/2019

Dear Sir/Madam

Please find below the information you require on my company letterhead to support my request for a ship location. The letterhead is dated within 6 months of submission.

Section 3 Supplier Details	
Supplier Trading Name *	Example Limited
Parent Name	Example Limited
Parent Code	XXXX

Section 4 Site Details Tax Information			
Manufacturing Site Details		Shipping/Warehouse Site Details	
Vendor Code	XXXX0	Vendor Code	NEW
Trading As		C/O	
Address Line 1 *	EXAMPLE ROAD	Address Line 1 *	NEW ROAD
Address Line 2		Address Line 2	
Address Line 3		Address Line 3	
Address Line 4		Address Line 4	
ZIP/Postal Code *	XX12 0XX	ZIP/Postal Code *	EX15 9EE
City *	EXAMPLE	City *	NEW
State/ Province/ Region		State/ Province/ Region	
Country *	United Kingdom	Country *	United Kingdom
Contact	fred.smith@example.com	Contact	fred.smith@example.com
Tel. Number	44 (0)123 456 7890	Tel. Number	44 (0)123 456 7890
VAT Number	GB12345678	VAT Number *	GB12345678
Email Address	FRED.SMITH@EXAMPLE.COM	Email Address	FRED.SMITH@EXAMPLE.COM
Use the above address for Shipping Site, PO & Remittance as well? <input type="checkbox"/> Select		Bonded Warehouse Y/N *	NO
Purchase Order Details (PO)		Remittance Details (PI)	
Vendor Code	XXXX0	Vendor Code	XXXX0
C/O		C/O	
Address Line 1 *	EXAMPLE ROAD	Address Line 1 *	EXAMPLE ROAD
Address Line 2		Address Line 2	
Address Line 3		Address Line 3	
Address Line 4		Address Line 4	
ZIP/Postal Code *	XX12 0XX	ZIP/Postal Code *	XX12 0XX
City *	EXAMPLE	City *	EXAMPLE
State/ Province/ Region		State/ Province/ Region	
Country *	UNITED KINGDOM	Country *	UNITED KINGDOM
Contact	fred.smith@example.com	Contact	fred.smith@example.com
Tel. Number	44 (0)123 456 7890	Tel. Number	44 (0)123 456 7890
VAT Number	GB12345678	VAT Number	GB12345678
Email Address	FRED.SMITH@EXAMPLE.COM	Email Address	FRED.SMITH@EXAMPLE.COM
		Factoring Company Y/N *	NO

Section 5 Bank Details Currency			
Bank Information			
Bank Name *	LONDON BANK	Currency *	GBP
Bank Address	BANK LANE, BANK ROAD, EXAMPLE		
Bank Country *	UNITED KINGDOM	Bank Key *	SEE NOTES
IBAN	GB12LONXXXXXXXXXXXX	Account Key	
Account Number *	XXXXXXXX	SWIFT *	XXXXXX
Account Name *	EXAMPLE LIMITED	Control Key	
Contact Name *	FRED SMITH	Branch	
		Contact email id *	FRED.SMITH@EXAMPLE.COM
Is currency different from the local currency of the country in which the order is being placed / manufacturing is based? *			NO

Yours faithfully
John Smith

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