Caltex Instructions for Vendor Form

This document contains instructions to help you complete the "**Caltex New Vendor**" 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 **calbuy@caltex.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 Caltex. 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 Caltex.*

5. *When filling in the date on the form, please **select** from the **drop down list (embedded calendar). Do not** key in manually.*

6. ***Payment terms** – defaulted to 60 days. If you wish to negotiate terms, please let your Caltex contact know.*

7. *Do **not** forward or reply email with a **blank form** to **bpmppi@caltex.com.au** (Caltex system email address), as system will auto-reject due to incomplete information. **If you have questions, please email your Caltex contact or Calbuy support – calbuy@caltex.com.au**.*

Instructions

1. Open the email (*bpmppi@caltex.com.au*) which contains the vendor form.

2. Open the **VMRCreateVendorForm.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.
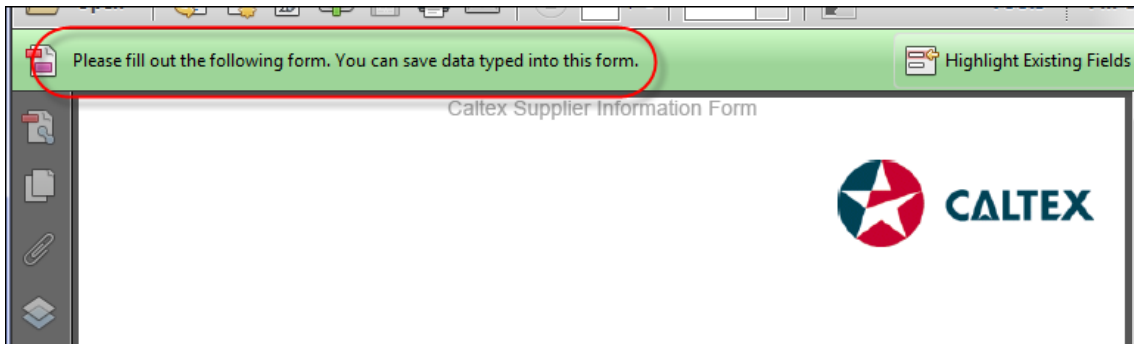
3. There are a **total of 4 sections** that you need to complete.

   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 Caltex Payment Process"**.

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 Caltex 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:

Caltex Supplier Information Form

Title/Position of person above: | **Date:**

Note: Please select the Date by using the date-chooser drop-down arrow .Do not enter the date manually. 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

PLEASE NOTE: The form must be submitted by the original recipient, i.e. whoever originally received this form from Caltex. Please put your company name as the subject text of the email.
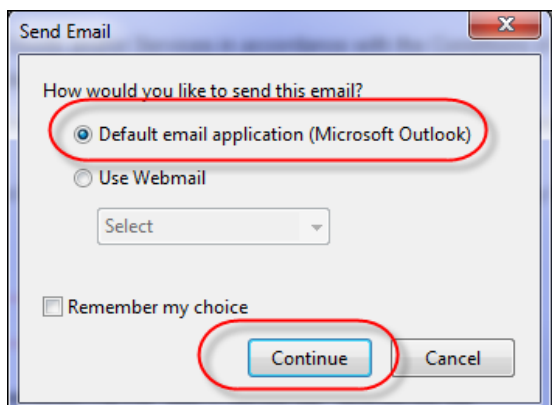
Print Form | Print a copy for your records
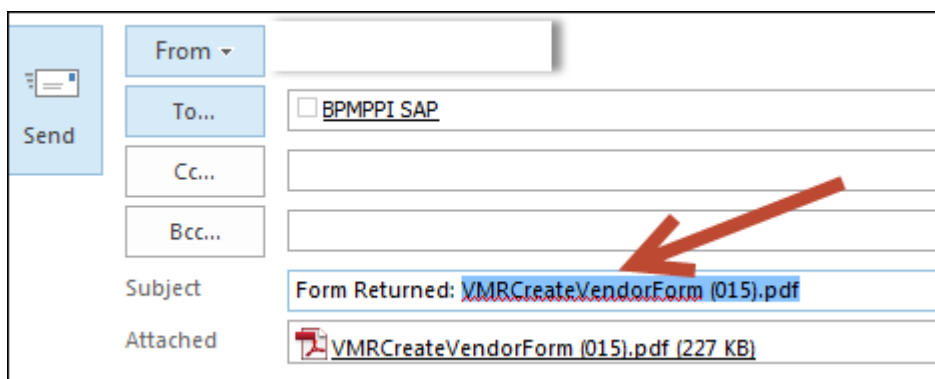
Save Form | Save a copy for your records

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

Send Email

How would you like to send this email?

⦿ Default email application (Microsoft Outlook)

◯ Use Webmail

    Select

☐ Remember my choice

Continue   Cancel

Choose **Default** email application if you are using Outlook, Eudora, Mail and etc. The completed form will be attached to a new email, *BPMPPI@caltex.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 and etc. You will need to compose a new email, attach the form and email it back to *BPMPPI@caltex.com.au*.

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

From ▾

Send | To... | ☐ BPMPPI SAP

Cc...

Bcc...

Subject | Form Returned: VMRCreateVendorForm (015).pdf

Attached | VMRCreateVendorForm (015).pdf (227 KB)

This is the end of the Caltex Instructions for Vendor Form. If you have queries or require further assistance, please contact *calbuy@caltex.com.au*. Thank you.