



CALTEX

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.

Tue 9/05/2017 7:28 AM

bpmppi@caltex.com.au
Vendor name - Please complete and return the attached Vendor Information Form

To CALbuy Support

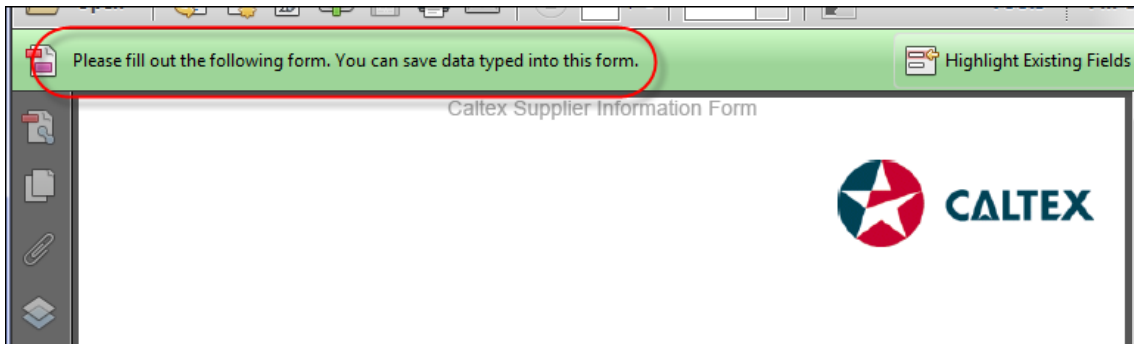
Message  VMRCreatVendorForm.pdf (216 KB) 

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

For more information on this request, please contact the Caltex person who has initiated this request or CALbuy support calbuy@caltex.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.

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 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”**.

Conditions of Caltex Payment Process: -

1. Caltex is under no obligation to verify the above Bank details.
2. Changes in the above particulars are to be notified immediately to Caltex by mail or email - see contact details above.
3. Payment will be deemed to have been made when Caltex has instructed its Bank to credit the account or a cheque is raised in settlement of the amount owing. Caltex will not be responsible for any delays in payment or errors due to factors outside the reasonable control of Caltex.
4. Caltex 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 Caltex may determine from time to time.
5. The supplier agrees to repay to Caltex on demand any payments credited to the supplier in error and Caltex reserves the right to offset the amount of any overpayment made in error against any future debt or liability owing by Caltex to the supplier.

By clicking this box, you agree to the Conditions of Caltex 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.

Please note: Caltex's payment terms are 60 days from the date of your invoice, unless otherwise agreed by Caltex in writing.

Conditions of Purchase www.caltex.com.au/-/media/documents/caltex/corporate-governance/procurement/caltex-conditions-of-purchase.pdf

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:

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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.

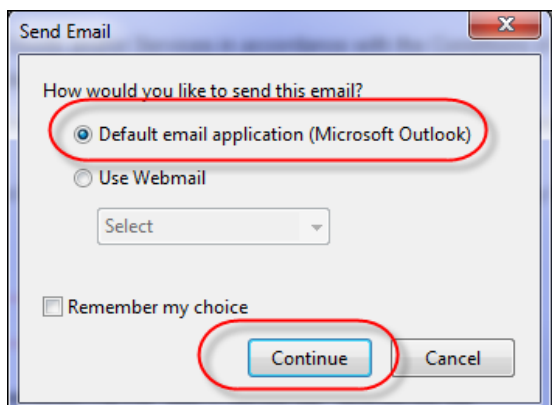
Print Form

Print a copy for your records

Save Form

Save a copy for your records

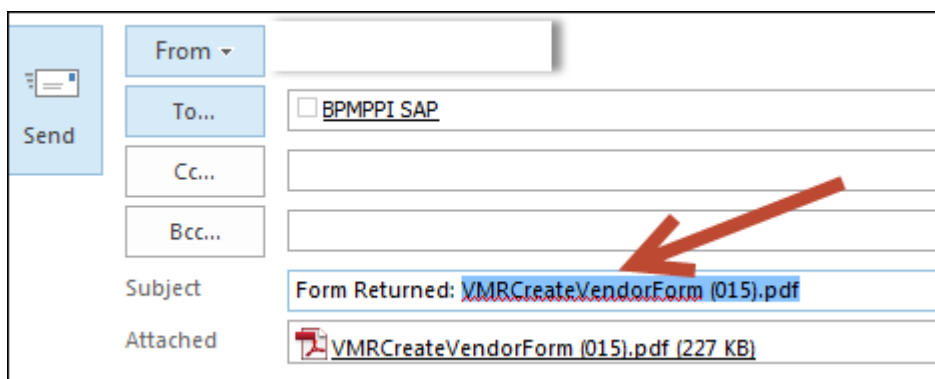
5. When you click **Submit**, a pop-up box will appear. Click **Continue**.



Choose **Default** email application if you are using Outlook, Eudora, Mail and etc. The completed form will be attached to a new email, BPMPPPI@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 BPMPPPI@caltex.com.au.

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



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.