

# TREASURY

## TREASURY ACCOUNTING SYSTEM

### **Request Form for Creation / Maintenance of Supplier**

(To be submitted to TAS Unit at least 2 Working Days prior to expected payment date)

Min/Dept : .....

Officer in Charge/Manager Financial Operations : .....

Tel No : ..... Fax: ..... E-mail : ..... (Official Govt Mail Address)

To: Officer-in Charge, TAS

Create Supplier <input type="checkbox"/>			
Deactivate Supplier and/or Change Supplier details <input type="checkbox"/>	Name <input type="checkbox"/>	Address <input type="checkbox"/>	Bank details <input type="checkbox"/>
Reason : .....			

NAME : .....

BRN : .....

ADDRESS : .....

BANK NAME : .....

ACCOUNT NUMBER : .....

<b>BRN ATTACHED:</b> (Please tick to ensure BRN is attached) <input type="checkbox"/>	<b>BANK PROOF ATTACHED:</b> (Please tick to ensure bank statement header or bank-certified account details, matching supplier details) <input type="checkbox"/>
<b>COPY OF INVOICE ATTACHED:</b> (Please tick to ensure invoice is attached for Forex Payment only) <input type="checkbox"/>	<b>Any other document, as applicable</b> (E.g.: Certificate of Change of Name) <input type="checkbox"/>

I confirm having verified that the Supplier, does not exist on TAS and it needs to be created:

Sig : ..... Date : .....

(Officer-in-Charge of Finance/ Manager Financial Operations)

Name : ..... Post Held : .....

#### **For Use at The Treasury**

Remarks: .....

Action Taken: .....

**Verified & Found Correct**

**Approved By:**

**Processed By:**

Name:..... Name:..... Name:.....

Sig:..... Sig:..... Sig:.....

Date:..... Date:..... Date:.....

Note: Supplier will be created within two working days of submission provided all documents are in order and legible. Ministries/Departments are therefore kindly requested to query the Supplier on TAS.