CUSTOMER CREATION / AMENDMENT FORM

This form is to be used if creating or amending Customer data in Master File Maintenance.

Customer Name: _____ ABN | | | | | | | | | | | |

Address 1 _____ Web Site WWW. _____

Address 2 _____ Phone _____

Address 3 Fax _____

State | | | | Post Code | | | | | Mobile _____

USER DETAILS

Name	Email	Phone	Price Mgt	Commodity Management		B2B Notification
				Reports	B2B	X 2 min
			Y / N	Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N	Y / N

AUTHORITY TO ADD/CHANGE USER DETAILS (please nominate two people)		
Name	Position	Email
1.		
2.		

Form Completed by:

Signature: _____ Name: _____ Position: _____ Date: / /

SYSTEM DETAILS (Graincorp Business Manager Use only)

Request type | | N = New U = Update — Season | |

Customer Status | | I = Inactive A = Active — Customer Code | | | | | | |

Cust Type | | G = Grower N = Non Grower — Signed Storage and Handling Agreement — Date / /

Business Manager | | Business Manager Sig. | | Date / /

Stocks Dept Use Only	Cust Code Check	Customer Activated	Customer Inactivated	Invoicing Notified	User Details Updated
Yes/No					
Entered/Notified (Initials.)					
Date Entered/Notified	/ /	/ /	/ /	/ /	/ /

Definitions

Price Management – access to post daily cash & pool prices, change customer payment codes.

Commodity Management

- Reports = access to outturn & movement files, harvest and stock reports
- B2B = access to process Buyer to Buyer Title Transfers (There must be two B2B notification emails provided)

Please fax completed form to : 03 5435 2366