



LSH AUTO

**LSH Auto (Melbourne) Pty Ltd
T/As Mercedes-Benz Melbourne
Supplier Information Request**

Dear Future Supplier,

Thank you very much for considering doing business with LSH Auto (Melbourne) Pty Ltd. To prepare for transactions like ordering and invoicing, we need to set up in our Supplier Master file. We are also sending some basic information on our usual process of ordering as per attached Vendor Letter for PO.

Please fill in the information requested below, sign and return it to your contact with in the company.

Organisation Name:	
Trading Name:	
Australian Business Number:	
Address:	
For Remittance Advice: *please insert contact data for your Accounts Receivable.	
Phone*:	Fax No*:
Email Address*:	
Bank Account Holder Name:	
Bank Name:	Branch:
BSB (Australian):	Account Number:
IBAN (International):	SWIFT (International):
Currency (International):	Fedwire/ ABA# (USA)

I/We hereby authorize LSH Auto (Melbourne) Pty Ltd, T/As Mercedes-Benz Melbourne to transfer directly to the bank account listed above.

Payments authorized by Purchase Order for goods and services supplied by my/our company.

Name Signature

Position

Date

It is a requirement of LSH Auto (Melbourne) Pty Ltd that its suppliers will only commence work on receipt of a valid Purchase Order. If this requirement is not met, we may reject and return a supplier's invoice.

Payment terms 30 days net from date of invoice.

Please complete and email this form back to your contact in our company:

General Information

All invoices must be sent to apinvoices@mbmelbourne.com.au