

INSTRUCTIONS

1. Complete all sections as applicable to your business & country requirements.
2. Required fields are indicated with “*”.
3. Sourcing events require only those fields highlighted in yellow.
4. Type your responses. Illegible applications are returned unprocessed.
5. Send completed form to the Shared Service Center indicated below.

EMEA Shared Service Center
Accounts Payable: SSC-EMEA@novell.com
Contact:
Fax: 353.1.605.8007

One Time Payment

If One Time Payment EFT is not required; do not submit form.

Today's Date

Organization (Novell use only)

Supplier # (Novell use only)

RFx Only **End Date:**

EMEA Shared Service Center
Corporate Purchasing: corp_purchasing@novell.com
Contact:
Fax: 353.1.605.8007

INVOICING REQUIREMENTS

- PO# must be issued prior to delivering goods or performing services.
- Send original invoice to Novell address on PO (no copies/faxes).
- Print on invoice: PO#, contact name, phone number.
- Standard payment terms are Net 30 days.

PURCHASE ORDER TERMS & CONDITIONS

www.novell.com/customercenter/purchasing/index.html

TAX REPORTING					
* Value Added Tax	Subject to VAT?	VAT Rate	VAT #	Payment Terms	Fiscal Code
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
* Supplier Name					
* Business Name (if different)	<i>(example: Doing Business As - DBA, or Trading As - TA)</i>				
Is Supplier a relative or friend of an employee, director, officer or shareholder of Novell, Inc.?		<input type="checkbox"/> Yes (please describe) <input type="checkbox"/> No			
NOVELL SHOULD SEND PURCHASE ORDERS TO:					
* Contact Name / Title					
* Phone / Fax / EMail	TEL:	General Communication Email Address:			
	FAX:				
* Address <i>(complete address including postal code & country information)</i>					
NOVELL SHOULD SEND PAYMENTS TO:					
* Contact Name / Title					
* Phone / Fax / EMail	TEL:	Remittance Email Address:			
	FAX:				
* Address <i>(complete address including postal code & country information)</i>					
SUPPLIER BANKING INFORMATION:					
* Bank Name					
* Address <i>(complete address including postal code & country information)</i>					
* Swift Code		* Sort Code / Bank Branch Code			
* Account Number		* Currency			
* I BAN Number		* Account Name			