

**Customer Creation / Change Form**



**Operating unit:**

**Update option required**

**Details to be added or updated**

**All Yellow Fields are Mandatory**

Not Required	<input type="text"/>
Customer's Full Trading Name	<input type="text"/>
Country of Origin	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
Postal Code	<input type="text"/>
Phone number inc Dialling Code	<input type="text"/>
Fax number inc Dialling Code	<input type="text"/>
E-Mail Address	<input type="text"/>
Customer VAT Number (or state "Not Registered")	<input type="text"/>

**The VAT number enables verification of customer name & VAT status.**

**If it is not provided any invoices will have to include VAT if the supply is taxable.**

The following field is not mandatory, but it may speed up the processing of your request if you indicate, in free text, the value and duration of the contract.

Any additional information relevant to this request