

# AKOA BEVERAGES LIMITED

## BUSINESS PARTNER CREATION FORM

BP Type:  Customer  Vendor  Lead  
Group:   
BP Category:

BP Name:

Foreign Name:

Currency:  TIN #:

### GENERAL INFORMATION:

Office Tel:  Sales Rep:

Mobile:  Fax:

Email:

Company Reg. No.  Industry Type

### CONTACT PERSON

First Name:  Surname:

Position:  Title:

Address:

Office Tel:  Mobile:

Email:

### ADDRESSES

#### Bill To:

Box No. / Street

City:  Country:

#### Ship To:

Google Location

City:  Country:

### PAYMENT TERMS

Payments Terms:  Withholding Tax Liabile:  Yes  No

Credit Limit:

Price List

Requester: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPROVAL**

\_\_\_\_\_  
Approver Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Approver Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Approver Name

\_\_\_\_\_  
Signature

**BP CREATOR USE ONLY**

BP Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**NB: Kindly ensure the following is done before you submit the form for Creation**

1. Add Supporting documents (Business registration Certificate and Tax Certificate)
2. Vendor/Supplier BP's must be approved by Sales&Marketing Manager/ CFO
3. Soft Drink /Water & RTD must be approved by Sales Manager
5. All Credit Customers must in addition be approved by CFO.
6. International Business Customers Needs to be approved by S&M Manager/ CFO.
7. All Transporters must be approved by Transport manager