1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38

DAA SHARED SERVICES - ACCOUNTS RECEIVABLE

daa

CUSTOMER MAINTENANCE REQUEST FORM

Part 1: To Be completed by Business Unit requesting Set up or Amendment to Customer details:

Maintenance Type:

Add new Customer ☐ Amend existing Customer details ☐

Deactivate existing Customer ☐ Reactivate previous Customer ☐

Oracle Customer Number (if existing customer): ☐☐☐☐

Customer Type:

Company/Partnership/ Sole Trader ☐ Individual ☐

Airport

DUB ☐ SNN ☐ CRK ☐

Customer Name (Trading Name)

Customer Legal Entity Name

Customer's VAT Registration Number

APPLICANTS BILL TO ADDRESS DETAILS:

Address Line 1:
Address Line 2:
Address Line 3:
Address Line 4:
Town/City:
County:
Foreign Post Code
Country

APPLICANTS STATEMENT ADDRESS DETAILS: **(If Different to BILL TO)**

Address Line 1:
Address Line 2:
Address Line 3:
Address Line 4:
Town/City:
County:
Foreign Post Code
Country

CONTACT DETAILS:

Contact last Name: **Contact first Name:**

Position/Contact Role **Telephone No:**

Email Address: **Fax Number:**

Part 2: To Be completed by Business Unit requesting set up of, or amendment to Customer Credit

Expected level of business for the next 12 months by Airport:

DUB **SNN** **CRK**

Proposed Credit Limit

Limit €

Requestor's Name

Name:

Local Business Unit Manager **Approval on Expected Business (< €10,000)**

Title: OPS CONTROL OFFICER

Date:

Airport Director / General Manager **Approval on Exp. Business (> €10,000)**

Name: Date:

Part 3 To be Completed By Credit Manager:

Credit Limit Amount: **Payment Terms:** days **Credit Card Security Number:**

Payment Method: **Credit Card/ Bank Account Number:**

IBAN Number: **Branch Sort Code:**

Signed: **Date:** **Credit Card Expiry Date:**

Part 4 To be Completed By Shared Services Centre:

Collector: **Profile Standard** ☐ **Student** ☐

Customer Created/Amended on Oracle: Yes ☐ No ☐

Oracle Customer Reference Number (Classification)

Requestor Advised Yes ☐ No ☐

Oracle Customer Site Number (Characteristics)

Customer Created/Amended on McKeown's Debtors Yes ☐ No ☐

Input By: **Date:**