

Inventory Management Request Form - Electronic Value Cards

INSTRUCTIONS FOR CUSTOMER

Complete only the relevant sections of this form, and then send to your Westpac Service Representative

- Ad-hoc or Seasonal Orders complete sections 1, 2 & 6
- Reassign Cards complete sections 1, 3 & 6
- Establish/ modify Reorder Levels & Quantities complete sections 1, 4 & 6
- Deleting Card Inventory Stock complete sections 1, 5 & 6

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ull organisation name			
Contact name	Contact p	phone no.	
()	()		
Subprogram (e.g. Commercial Prepaid Card)	Contact E		
Section 2 Ad-hoc or Seasona	l Card Orders		
rganisation Site Name (as per program hiera	rchy)		Client Site ID
Organisation Site Delivery Address			
Street			
Suburb	State	Postcode	Country
ventory Package ID (Card Design)	No. of Ca	rds to be ordered	
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, same general (2000 200)	110.01.04	ids to be oldered	
y. somge is (ems = eng.y	10.0100	ids to be ordered	
Section 3 Reassign Cards fro	om One Site to Anoth		Compart Client Site ID
Section 3 Reassign Cards fro			Current Client Site ID
Section 3 Reassign Cards fro Current Organisation Site Name			Current Client Site ID
Section 3 Reassign Cards fro Current Organisation Site Name			Current Client Site ID
Section 3 Reassign Cards fro current Organisation Site Name			Current Client Site ID Country
Section 3 Reassign Cards fro Current Organisation Site Name Current Organisation Site Address Street Suburb	om One Site to Anoth	ner	Country
Section 3 Reassign Cards fro Current Organisation Site Name Current Organisation Site Address Street Suburb	om One Site to Anoth	ner	
Section 3 Reassign Cards fro Current Organisation Site Name Current Organisation Site Address Street Suburb Ilew Organisation Site Name (where cards are	om One Site to Anoth	ner	Country
Section 3 Reassign Cards from Current Organisation Site Name Current Organisation Site Address Street Suburb Ilew Organisation Site Name (where cards are like) Ilew Organisation Site Address	om One Site to Anoth	ner	Country
	om One Site to Anoth	ner	Country
Section 3 Reassign Cards from Current Organisation Site Name Current Organisation Site Address Street Suburb Ilew Organisation Site Name (where cards are like) Ilew Organisation Site Address Street	State e to be reassigned)	Postcode	Country New Client Site ID
Section 3 Reassign Cards fro Current Organisation Site Name Current Organisation Site Address Street Suburb Lew Organisation Site Name (where cards and lew Organisation Site Address Street Suburb Lew Organisation Site Address Street Suburb List Card Numbers to be reassigned	State e to be reassigned) State	Postcode	Country New Client Site ID Country
Section 3 Reassign Cards fro Current Organisation Site Name Current Organisation Site Address Street Suburb Lew Organisation Site Name (where cards and lew Organisation Site Address Street Suburb Lew Organisation Site Address Street Suburb Lew Organisation Site Address Street Suburb	State e to be reassigned)	Postcode	Country New Client Site ID
Section 3 Reassign Cards fro Current Organisation Site Name Current Organisation Site Address Street Suburb Ilew Organisation Site Name (where cards and Ilew Organisation Site Address Street Suburb Ist Card Numbers to be reassigned Card number	State e to be reassigned) State Card number	Postcode	Country New Client Site ID Country Card number
Section 3 Reassign Cards fro Current Organisation Site Name Current Organisation Site Address Street Suburb New Organisation Site Name (where cards and second seco	State e to be reassigned) State	Postcode	Country New Client Site ID Country

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Section 4 Establish/ modify Re	eorder Levels & Qu	ıantities				
Organisation Site Name (as per program hierarca	hy)			Client Site ID		
Organisation Site Delivery Address						
Street	2: :					
Suburb	State	Postcode		Country		
Inventory Package ID (Card Design)		٦				
Reorder Level		Reorder Quantity				
		M : 0 1 0 1 11				
Maximum No. of cards for location		Maximum Order Quantity				
Section 5 Deleting Card Invent	ory Stock					
Organisation Site Name	-			Client Site ID		
Organisation Site Marile				Client Site ID		
Organisation Site Address						
Street Street						
Suburb	State	Postcode		Country		
List Card Numbers to be deleted						
Card number	Card number		Card r	number		
Card number	Card number		Card number			
➤ Altern	atively please attach ar	n external list of card numbers	that req	uire reassignment. (E.g. Excel spreadsheet)		
Total number of cards to reassign	7					
	J					
List Card Numbers to be deleted						
Card inventory stock stolen						
Card inventory stock misplaced Card inventory stock close to expiry						
Other (please specify)						
7 77						
Section 6 Customer Administra	ator Approval					
This form must be signed by a minimum of t	wo customer Adminis	strators				
Administrator 1 – Name						
Signature		Date				
X						
Administrator 2 – Name						
Signatura		Doto				
Signature		Date / /				
X						

Section 7 Bank Use Only			
Verified and approved by:			
Name			
Position	Salary number	BSB	Phone no.
Signature	Date		
×	1 1		
Westpac Manager to verify and approve of to be faxed to the Westpac Card Inventor			hen form and any external attachments are
Card Inventory Management Request proce	ssed in CIMS by:		
Name			
Position	Salary number	BSB	Phone no.
			()
Signature	Date		
X	/ /		