

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

Section 1 Customer Information

Full organisation name

Contact name

Contact phone no.

Subprogram (e.g. *Commercial Prepaid Card*)

Contact Email Address

Section 2 Ad-hoc or Seasonal Card Orders

Organisation Site Name (*as per program hierarchy*)

Client Site ID

Organisation Site Delivery Address

Street			
Suburb	State	Postcode	Country

Inventory Package ID (*Card Design*)

No. of Cards to be ordered

Section 3 Reassign Cards from One Site to Another

Current Organisation Site Name

Current Client Site ID

Current Organisation Site Address

Street			
Suburb	State	Postcode	Country

New Organisation Site Name (*where cards are to be reassigned*)

New Client Site ID

New Organisation Site Address

Street			
Suburb	State	Postcode	Country

List Card Numbers to be reassigned

Card number

Card number

Card number

Card number

Card number

Card number

► Alternatively please attach an external list of card numbers that require reassignment. (*E.g. Excel spreadsheet*)

Total number of cards to reassign

Section 4 Establish/ modify Reorder Levels & Quantities

Organisation Site Name *(as per program hierarchy)*

Client Site ID

Organisation Site Delivery Address

Street			
Suburb	State	Postcode	Country

Inventory Package ID *(Card Design)*

Reorder Level

Reorder Quantity

Maximum No. of cards for location

Maximum Order Quantity

Section 5 Deleting Card Inventory Stock

Organisation Site Name

Client Site ID

Organisation Site Address

Street			
Suburb	State	Postcode	Country

List Card Numbers to be deleted

Card number

Card number

Card number

Card number

Card number

Card number

► Alternatively please attach an external list of card numbers that require reassignment. *(E.g. Excel spreadsheet)*

Total number of cards to reassign

List Card Numbers to be deleted

- Card inventory stock stolen
 Card inventory stock misplaced
 Card inventory stock close to expiry
 Other *(please specify)*

Section 6 Customer Administrator Approval

This form must be signed by a **minimum** of **two** customer Administrators

Administrator 1 – Name

Signature

Date

Administrator 2 – Name

Signature

Date

Section 7 Bank Use Only

Verified and approved by:

Name

Position

Salary number

BSB

Phone no.

Signature

Date

Westpac Manager to verify and approve details of the Inventory Management Request, then form and any external attachments are to be faxed to the Westpac Card Inventory Management team (~~fax: 1800 195 522~~).

Card Inventory Management Request processed in CIMS by:

Name

Position

Salary number

BSB

Phone no.

Signature

Date