

Department of Defence
Account Management Form
Standing Offer Deed DSG SON 404267

Please complete this form to create a new internet account under the Standing Offer Panel Arrangement for MRO

Instructions

This form is to be used by Defence staff when requesting a MRO supplier to establish an internet online ordering account. The form also allows for Defence Purchasing Officers to identify who their Approval Officer will be if required.

The Internet account can be used by the purchasing account holder to order MRO products using the Defence Purchase Card (DPC), Defence Purchase Orders and MILIS.

Purchases totally < \$5000 (GST Incl) are to be made by DPC or if an Item of Supply, under MILIS Purchase Order. Purchases totalling > \$5000 (GST Incl) to be made by MILIS or ROMAN Purchase Order. Please complete the appropriate sections on the form. The sections applying to DPC do not need to be completed if the purchaser will only purchase via MILIS or ROMAN Purchase Order.

- Create New Internet Account**
- Update Existing Internet Account**

Section 1. Internet Purchaser Account Details: (All fields must be completed)

Name and Address: (e.g. Joe Bloggs, CP2-3-012 Campbell Park Offices, Canberra ACT 2612)

Delivery Address: (include any special delivery instructions) (e.g. 15th Floor Reception)

Address for Invoicing:

Email Address:

Telephone Number:

Facsimile Number:

Defence Cost Centre Code:

Work Section Details:

Defence Group:

Defence Branch / Directorate / Section:

Do you require an Approval Officer to approve and pay for your purchases?

- Yes** (Please nominate who will pay for your orders in Section 2 of this form and what method of payment will be used)
- No** (Please complete section below)

Will you be purchasing by DPC and / or PO in your name?

If you will be using both DPC and Purchase Order depending on the amount of the transactions, please tick both boxes. (Suppliers are unable to store credit card details in their web systems. So you will need to enter your card details for each purchase)

- DPC** **MILIS PO** **ROMAN PO**

Section 2. Approval Officer Details:

Name and Address: (e.g. Joe Bloggs, CP2-3-012 Campbell Park Offices, Canberra ACT 2612)

Email Address:

Telephone Number:

Facsimile Number:

Work Section Details:

Defence Group:

Defence Branch / Directorate / Section:

Will you be purchasing by DPC and / or PO in your name?

If you will be using both DPC and Purchase Order depending on the amount of the transactions, please tick both boxes. (Suppliers are unable to store credit card details in their web systems. So you will need to enter your card details for each purchase)

- DPC** **MILIS PO** **ROMAN PO**

MRO Supplier Use:

User Name:

Date Actioned:

Password:

Date Actioned:

Instructions for submitting this form

Once completed fax this form to Environmental Fluid Systems on 1300 777 580
or email a scan to sales@envirofluid.com