monotaro.id
Industrial & Office Supply, All Genuine Quality

Term Of Payment Registration Form

COMPANY INFORMATION

Company Name (here in after referred to as "Company")	
Billing Address	

PERSON IN CHARGE ("PIC") CONTACT

	Purchasing Division	Finance Division	Director
Full Name			
Position			
Email			
Direct Phone & ext. (Company Phone No.)			

AGREEMENT CLAUSE

The Company hereby declares that any Order made by the PIC Contact to PT MONOTARO INDONESIA (hereinafter referred to as "MID") legally binding the Company and the Company agrees to be responsible for any matters arising from such transaction.

Any changes to the information mentioned above must be notified by writing to MID in a manner determined by MID by sending an email to cs@monotaro.id.

In case the Company fails to notify MID by written, MID will deem that the above information remains correct and legally binding the Company.

TERM & CONDITION

1. Company declares this form is signed by Authorized persons of the Company and Company will fully responsible for all consequences arising from any misinformation stated above.
2. Term of Payment (hereinafter referred to as “TOP”) given facility which includes term and credit limit and also its implementation, which is fully determined by MID.
3. MID has the right to postpone and/or to cancel the Order and/or to revoke the TOP facility given due to payment issues from Company or because of certain conditions determined by MID.
4. MID shall deliver an Invoice and Tax Invoice for each delivery accompanied by a Delivery Order/Delivery Receipt. Any request for revision to such documents must be submitted in writing by email to accnt@monotaro.id no later than 5 (five) Business Days from the date of receipt of the documents. If no request for revision is submitted within such period, the documents shall be deemed to have been duly received and fully accepted and approved by the Company as complete and accurate. The Company shall make payment in accordance with the amount and payment due date specified in the Invoice. In the event of late payment, MID shall be entitled to impose a late payment penalty in accordance with the applicable provisions and/or as determined by MID.
5. Company agrees to follow the Term & Condition as stated in this form included in https://www.monotaro.id/terms-conditions, which is an integral part of this form.

Authorized Signature for Placing Order	Purchasing Manager/Finance Manager (Include the company stamp)	Director (optional) (Include the company stamp)
Full Name	Full Name	Full Name
Title	Title	Title

LEGAL DOCUMENTS

- NPWP (Nomor Pokok Wajib Pajak)
- NIB (Nomor Induk Berusaha) / SIUP (Surat Izin Usaha Perdagangan)
- Surat Pemusatan PPN (if any)
- Delivery Note Confirmation form

Delivery Note Confirmation Form

Please fill in your office start and close time to receive product:

	Monday - Friday	Saturday (optional)
Start Time:		
Close Time:		

Please state if there is mandatory document we should prepare before delivering the products as per your office building regulation:

1)

2)

3)

4)

5)