

City of San Antonio

Customer Master Request Form

(e-mail completed form to SAP CUSTOMER MAINTENANCE)

Please select what is being requested:

Create new customer

Make the following changes to customer #

If requesting new customer, select customer type:

General Customer (1130310)

Employee (1130610)

Hotel/Motel (1130310)

Gov't (1130340)

Customer Name:

Street Address:

City:

State:

Zip:

PO Box:

PO Box Zip:

Phone #:

ext:

Fax #:

Email:

Contact Person:

Phone #:

Payment Terms: (Complete only if not 'pay immediately'.)

Acctg Clerk:

Usually the department requesting the customer (example: 09-ITSD; 07-Finance) unless your department has made arrangements to use this field to designate a specific section (Example: DW – Dwyer, CR – Childcare Recoupment)

If the requested customer has a different payer or bill-to to address, please enter the payer/bill-to customer number:

Comment:

Requested by:	Phone number:
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For any questions or clarifications, please e-mail SAP Customer Maintenance. Thank you.