



European Bank
for Reconstruction and Development

(ref:0212sof)

Sofita Ltd Translating Agency
Entr. B, floor 5, ap. 49
Bl. 223A
Doyran St
1618 Sofia
Bulgaria

2 December 1998

Dear Sirs,

EBRD Vendor Master Register

We are pleased to advise that you have been accepted as a supplier to EBRD and your company details as above have been input onto the Bank's Vendor Master Register. For your information your unique vendor number is **13645**.

Enclosed is a simple questionnaire requesting your **bank details**, for payment of invoices, and confirmation that the contact and address details are correct. We would ask that you complete and return this to the undersigned, as soon as possible, so that we may process the payment information accordingly.

Please note that payment information needs to have been input by us prior to processing invoices from you. You may fax the questionnaire to us for speed.

To avoid unnecessary delays in the payment of invoices you must quote the relevant **EBRD purchase order number on all invoices**. This number will be advised to you when an order/contract is awarded.

If you have any queries relating to this matter please contact Michaela Danny, Purchasing Unit, on telephone number: 0171 338 7228/fax 0171 338 7857, at your earliest opportunity.

Any queries regarding the payment of invoices should be directed to the EBRD Cashiers Department.

Yours faithfully,

David Wiseman
Principal Manager, Purchasing