



# Website User Authorisation Form Guide

[Download PDF Form](#)

## **B2B USER GUIDE**

**[www.theodist.com](http://www.theodist.com)**

Proudly serving for over 50 years.


# Get Started

## Website User Authorisation Form

Please fill out this form completely and accurately for fast approval of your online account.

### Website User Authorisation

[www.theodist.com](http://www.theodist.com)



PORT MORESBY  
PO BOX 1618, BOROKO  
NCD  
Phone: (675) 313 9800

LAE  
PO BOX 2507, LAE  
MORobe PROVINCE  
Phone: (675) 472 5488

HAGEN  
BUILDING C, UNIT 1  
SECTION 6, MT HAGEN  
Phone: (675) 752 0000

**Your company details**

Request type: ☐ New ☐ Existing ☐ Cancel/Remove Account Manager:

Business Name:

Account Code:

Credit Limit:

#### A. USER INFORMATION

**User 1**

First Name:

Last Name:

Position:

User Email:

Phone No.:

**Website Roles (Please tick one)**

☒ Business to Business User (Approver)

☐ Purchasing Officer

☐ Account Officer (No ordering functionality)

**Business Owner, CEO, GM (Approving Officer)**

**User 2**

First Name:

Last Name:

Position:

User Email:

Phone No.:

**Website Roles (Please tick one)**

☐ Business to Business User (Approver)

☒ Purchasing Officer

☐ Account Officer (No ordering functionality)

**Purchasing Officer (Any staff allowed to purchase)**

**User 3**

First Name:

Last Name:

Position:

User Email:

Phone No.:

**Website Roles (Please tick one)**

☐ Business to Business User (Approver)

☐ Purchasing Officer

☒ Account Officer (No ordering functionality)

**Account Officer (Company Accountant)**

**Website Role Definitions:**

**Business to Business User:** Approves all online orders (Director/ Proprietor/ Authorised Signatory).

**Purchasing Officer:** Responsible for purchasing.

**Account Officer:** Accounts team role. No ordering functionality.

**Role Definitions**

Note: Please copy this page if you need to add more users. Page 1 of 2

**CLEAR**

**Reset the Form**

Note: Copy this page if you need to add more users.

# Get Started

## Website User Authorisation Form

Please fill out this form completely and accurately for fast approval of your online account.

### B. GUARANTEE AGREEMENT

I/We acknowledge the terms bound by the Theodist Account Application.

I/We are liable for the use of the Theodist Online Account access and that I/We are responsible for maintaining each user profile attached to the account listed on this form.

I am liable as a user created under this agreement, and that I will be the sole user with these credentials with authorised access, I will not share credentials and will ensure that these credentials are not misused.

I/We acknowledge that a user with full approval to the account may operate as an authorised user until Theodist receives a notice of amendment or cancellation in writing sent to [Onlinesupport@theodist.com.pg](mailto:Onlinesupport@theodist.com.pg) or [Onlinesales@theodist.com.pg](mailto:Onlinesales@theodist.com.pg).

I/We warrant that I/We are duly authorised to make an application for the Theodist Online User Account.

#### User 1 Signature:

USER 1  
Should Sign Here

Full Name:   
Signature:

Date:

#### User 2 Signature:

USER 2  
Should Sign Here

Full Name:   
Signature:

Date:

#### User 3 Signature:

USER 3  
Should Sign Here

Full Name:   
Signature:

Date:

#### Authorised by Director/ Proprietor/ Authorised Signatory :

Authorized Signature

Full Name:   
Signature:   
Position:

Date:

Common Seal Your Common Seal here

#### Theodist office use only:

Approve by:   
Signature:

Date:

Note: Please copy this page if you need to add more users.

Page 2 of 2

CLEAR

Reset the Form

Note: Copy this page if you need to add more users.

# Next Steps

Website User Authorisation Form

## Forward the Following to Your Sales Account Manager

- ✓ Completed **Website User Authorisation Form**
- ✓ **Company IDs** of the signatories
- ✓ **1 Government issued IDs** of the signatories

*Hang on! While you wait for the approval process, you can visit our website at <https://www.theodist.com/>*