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# Vendor Master Data Form

## NAME

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vendor Name: | Click or tap here to enter text. |  | D-U-N-S No.: | Click or tap here to enter text. |

## STREET ADDRESS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Street | Click or tap here to enter text. | | | |  |
| Street 2 | Click or tap here to enter text. | | | |  |
| City | Click or tap here to enter text. | State | Click or tap here to enter text. | Postal Code | Click to enter. |
| Country | Click or tap here to enter text. | District | Click or tap here to enter text. | PO Box | Click or tap here to enter text. |
| Time Zone | Click or tap here to enter text. |  |  |  |  |

## CONTACTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Purchase Order Delivery | Email | Click or tap here to enter text. | | |  |
| Remittance Advice | Email | Click or tap here to enter text. | | |  |
|  |  |  |  |  |  |
| Sales Representative | Name | Click or tap here to enter text. | Phone | Click or tap here to enter text. |  |
|  | Title | Click or tap here to enter text. | Email | Click or tap here to enter text. |  |
| Finance | Name | Click or tap here to enter text. | Phone | Click or tap here to enter text. |  |
|  | Title | Click or tap here to enter text. | Email | Click or tap here to enter text. |  |
| Additional | Name | Click or tap here to enter text. | Phone | Click or tap here to enter text. |  |
|  | Title | Click or tap here to enter text. | Email | Click or tap here to enter text. |  |

## CONTROL

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***ROW Vendors***  VAT # or Tax ID: Click or tap here to enter text. |  | ***US Vendors***  Tax ID Number: Click or tap here to enter text.  **Form W-9:** US Entity (includes U.S. person and resident alien individuals)  **Form W-8BEN, W-8BEN-E or Form 8233**: Foreign Entity (includes foreign person, corporations and partnerships, etc.)  Forms MUST be Attached to Email with Vendor Master Data Form |  | ***Chinese Vendors***  CNAP code: Click or tap here to enter text. |

## PAYMENT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| IBAN | Click or tap here to enter text. | | | | | |
| Account Holder Name | Click or tap here to enter text. | | | | | |
| Is the Account Holder a Natural Person? | Choose an item. | *Natural person is a person that is an individual human being, as opposed to a legal person, which may be a private (i.e., business entity or non-governmental organization) or public (i.e., government) organization.* | | | | |
| Bank Country | Click or tap here to enter text. | | ABA Number | Click or tap here to enter text. | Bank Account | Click or tap here to enter text. |
| Bank Name | Click or tap here to enter text. | | Swift Code | Click or tap here to enter text. | Currency | Click or tap here to enter text. |
| Comments/Instructions | Click or tap here to enter text. | | | | | |

## CERTIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| Is any of the data provided on this form personal information? Choose an item. (banking data, address, Social Security, Tax Identifier or phone number) | | | |
| NAME | Click or tap here to enter text. | DATE | Click or tap here to enter text. |
| TITLE | Click or tap here to enter text. | EMAIL | Click or tap here to enter text. |