

Supplier Setup and Change Form

*ALL highlighted items MUST be completed Any incomplete fields will cause delays and possible rejections

* FOR CONTITECH COMPLETION ONLY			
Company Code*			
Purchasing Organization*			
Type of Request*			
Vendor Code (for update request)*			

Vendor Master Location	Field		Supplier Entry
	Supplier's Name (Full Legal Entity Name)*	*	
	Supplier's Trading Name (if different from Legal Name include International Name, if any)		
	Physical Street/House number*	*	
	Physical Postal Code*	*	
	Physical City*	*	
	Country*	*	
	Region (State, Province)		
Main Business Address & General Data	РО Вох		
	Postal code (PO Box)		
	City (PO Box)		
	Communication Language*	*	
	Contact Name*	*	
	Telephone*	*	
	FAX*	*	
	PO e-mail address*	*	
	Street/House number		
Order From Address (if different from Business address)	Postal Code		
	City		
	Country		
	Region (State, Province)		
	PO e-mail address		
	Street Address / PO BOX		
Downert Demittenes Address	Postal Code		
Payment Remittance Address (for check payment method) typically Legacy Veyance & US only	City		
	Country		
	Region / State		
	Accounts Receivable Contact Phone*	*	
Accounts Receivable Contact Information	Fax Number for Accounts Receivable*	*	
	Email for Accounts Receivable*	*	
Purchasing Data	Order Currency*	*	
	VAT Reg. No.*	*	
Tax information (for US companies please	Tax Number 1*	*	
attach a copy of the W-9)	Tax Number 2		
	Tax Number 3		

	Name on Account*	*				
	Bank Name*	*				
	Bank Street Address*	*				
	Bank City/Province, St, Zip Code*	*				
	Country (of Bank Account)*	*				
Bank Information (For Mexico suppliers, please provide also a copy of a bank statement no older than 3 months)	If Country (of Bank Account) and/or Accountholder's name is not equal to Country/Supplier's name in "Address & General Data". Section above, please explain the reason and provide a formal document on company letterhead with signatures from the business partner					
	Bank Routing Code*	*				
	Bank Account Number*	*				
	IBAN*	*				
	BIC / SWIFT code*	*				
	Preferred Payment Method*	*				
	Factoring / Assignments comments					
	Is this supplier a Corporation or Individual?					
	Is the Supplier Union Contracted? If yes, provide Contract exp date					
Other Items (can be customized and defined	List any additional Qualifications or Endorsements i.e ISO certifications					
as mandatory by country / region)	Is your company a Diverse Supplier? (see tab for additional information and registration link below)					
	Will be the party be dealing with government officials on behalf of our organization? For definition refer to the Anti-Corruption Policy link below					
	Indicate your acceptance of our Supplier Quality Assurance Agreement					
	uirements of the Continental Business Partner Code of Conduct. Un tions (payment terms, incoterm and currency) referenced herein an affiliates.					
armates.						
These documents can be found at the following location via the Internet:						
Please sign as proof of acknowledgment of Continental Terms and Conditions and Business Partner Code of Conduct						
	Name printed		Title/Position	Signature		

*FOR CONTITECH COMPLETION ONLY				
Payment Terms*				
Delivery / INCOTerms*				
Destination*				
CPMG*				
G/L Account*				
Accounting Clerk*				
* COMPLETE FOR INTERCO ONLY				
Netting participant?*				
G/L Account*				
CU/Trading Partner*				
Payment method*				