**CHINA VENDOR SETUP INFORMATION**

**I. VENDOR SETUP INFORMATION**

BUSINESS NAME: Freelancer

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Address: Apt 3, 6505 N. Ashland Ave., Chicago, Illinois

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Primary Contact: 312-684-7495 Email Address: yvaineye@u.northwestern.edu

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Telephone Number: 312-684-7495 Facsimile Number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chinese ID Number: 350102199406212425 Foreign Freelancers Passport #:

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***Please get approval, then email the completed form to***: CHINANewVendor[Setups@edelman.com](mailto:Setups@edelman.com)

**I. BACKGROUND INFORMATION**

III. Country of Origin IV. Miscellaneous

**IV. Miscellaneous**

**II.** **Vendor Categories** **III. Vendor ACH/ Wire Info**

**(Check the One That Apply)**

***Domestic Special VAT***

Vendors who are VAT registered and issue special VAT Fapiao which can be used towards Input Credits.

***Domestic Normal VAT***

Vendors who will issue a normal VAT Fapiao. The VAT amount in this Fapiao cannot be utilized towards input credits.

***Domestic Business Tax Vendors***

Vendors who are still issuing Business Tax in their Fapiao. The Business Tax amount will be part of the cost and prorated to the voucher lines

***Domestic Freelancers***

Vendors who should be considered for monthly withholding based on the rules specified and depending on the negotiation method (Net or Gross up). There will not be any VAT in the invoices from these Vendors. It is required to capture the Chinese ID number for these vendors which are mandatory for the monthly withholding report.

***Domestic Others***

Domestic vendors who do not fall into any of the above categories will be classified as this Domestic Others. The Government Authority Vendors currently fall into this category. These vendors will be used to record the remittances for VAT and Income tax.

***Foreign Freelancers***

Foreign Vendors who should be considered for monthly withholding based on the rules specified and depending on the negotiation method (Net or Gross up). There will not be any VAT in the invoices from these Vendors. It is required to capture the passport number for these vendors.

***Foreign Others (Corporates and Inter Unit Vendor:***

Foreign Vendors who should be considered for withholding based on the VAT percentages the negotiation method (Net or Gross up). This withholding/VAT can be utilized towards input credits upon generating the VAT payment certificate i.e. after the payment of the withholding/VAT to the tax authorities.

Bank Name: Account #:

\_\_Chase Bank\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ 91307652\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Routing #: Swift ID:

\_\_\_\_07100013\_\_\_\_\_\_\_\_\_ \_\_\_ chasus33 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. General Information**

Description of Service / Product

\_中英口译\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Category

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**V. Approvals**

Requester:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement Specialist:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement Representative Others （if applicable)

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