

## Supplier Set up Form – To be filled by US Vendors

Please fill out the following Electronic Payment Instructions form, so that payments can be processed promptly and efficiently. Remittance advises will be sent via email to the email address provided by you in the below table.

Forms with **missing or incomplete information** will be **rejected** and payments will be delayed.

All fields are mandatory unless and otherwise stated.

\*For **Contract Registration**: Only marked with \* fields are mandatory.

This form needs to be sent by the supplier as **PDF** document to the: <mailto:supplierdata.us@credit-suisse.com>

### \*Basic Information:

<b>CS Contact</b> <i>(Surname, First name)</i>	Kyle Harms
<b>Supplier Legal Entity Name</b>	Cornell University
<b>Subsidiary of</b>	
<b>Supplier Address</b>	224 Gates Hall
<b>City, Country</b>	Ithaca, NY, United States
<b>Postal Code</b>	14853
<b>Phone</b>	+1-607-255-2972
<b>Remittance Email ID</b> <i>(Payment advise and PO copies dispatched on this email ID)</i>	ISinfo@cornell.edu
<b>TIN/EIN Registration Number</b>	

### Bank Details:

<b>Bank Name</b>	
<b>Beneficiary Account Name</b>	
<b>Branch City, Country</b>	
<b>Account Type</b>	
<b>Bank Account Number</b>	
<b>Account Currency</b>	
<b>BANK ACH/Routing Number (US Banks)</b>	
<b>IBAN</b>	
<b>SWIFT ID</b>	

### To be filled in by IBPs/Requestors/Service Desk:

<b>CS Requisition Number</b>	n/a
<b>*SNOW Ticket Number</b>	REQ1074269
<b>Confirm the Credit Suisse entity for which the vendor need to register</b>	Credit Suisse International
<b>Confirm the Currency</b>	USD
<b>Service category name (declare respective name as per below table)</b>	Consulting
<b>Anticipated annual spend (declare if between 25k and 200k CHF or above 200k CHF)</b>	Non commercial/non payment

Has this supplier been Risk Assessed? If YES please provide KYS number	R99999- exception
Ivalua Sup ID (if available)	n/a

Refer the category code list.

Category Code	Category Name
24-01-000-000-000	Outsourcing
24-01-005-000-000	Knowledge Process Outsourcing
24-01-005-001-000	Outsource Managed Capacity - Knowledge Process Outsourcing
24-01-005-002-000	Outsource Managed Services - Knowledge Process Outsourcing
24-01-006-000-000	Business Process Outsourcing
24-01-006-001-000	Outsource Managed Capacity - Business Process Outsourcing
24-01-006-001-001	Outsource Managed Capacity - Business Process Outsourcing
24-01-006-002-000	Outsource Managed Services - Business Process Outsourcing
24-02-006-000-000	Tax Advisory Services
24-02-010-006-000	Language Translation
	Other

**Important Note:**

In case you need support please contact Service Desk MyShop

[myshopus.servicedesk@credit-suisse.com](mailto:myshopus.servicedesk@credit-suisse.com)