



**plus
company**

250 Hudson St, 2nd FL
New York, NY 10013
949-809-6700
www.pluscompany.com

NEW VENDOR/FREELANCE SETUP FORM

Our company has identified you as a supplier with whom they choose to conduct business. In order to become a supplier to Plus Company US, you must email in PDF all required documents. Vendor invoices received without all of the below required information will not be accepted for processing and can delay receipt of payment.

Required Documents: (mandatory for all vendors)

- Supplier Diversity Profile- located on *page 2*
- Form W-9 for U.S. suppliers. Taxpayer Identification Number and Certification (if applicable) located on *page 3*.
- A sample invoice (if the actual Invoice is unavailable). Invoice should include the below details:
 - Our billing information
Plus Company US Inc
250 Hudson Street, 2nd Fl
 - **New York, NY 10013**
 - Invoice number
 - Invoice date
 - Brief description of work/service
 - Total amount due
 - Remittance information
 - Social Media Account (i.e. IG, Facebook or LinkedIn)
- **Banking/Payment Option:** ACH Enrollment (*highly recommend*): If you would like to enroll in ACH for quicker remittance, rather than a 5-10 business day delay, please provide signed ACH Enrollment letter along with a voided check or a letter from your bank (**page 5**)

For reimbursements (i.e. travel expenses), proof of purchase/original receipt is required.

Q: How and to whom do I submit invoices?

To expedite processing, please be sure to include the following information on your invoice(s) and submit directly to the Accounts Payable Department by email at ap_us@pluscompany.com

Q: How do I inquire about a payment date?

All payment inquiries should be sent to ap_us@pluscompany.com. Please make sure to include a copy of your invoice in your email.

Payment Terms: Plus Company US Inc operates on **net 60 payment term**. Should there be a need for a different arrangement, please let your contact know. Your request will be subject to management approval. All invoices from vendor must be received **within 30 days** of the date services are rendered. Invoices received after that date will not be paid.