# CHANGES TO EXISTING SUPPLIER

(The completed sections of the template must be affixed within the body of the supplier's company letterhead)

|  |
| --- |
| SUPPLIER NAME (as legally registered/appears on W-9 tax documentation:) |
|  |
| TAXPAYER ID (As provided on W-9 Tax Document) |
|  |

## TYPE OF CHANGE: SUPPLIER NAME CHANGE (change supplier name 'from', 'to')

|  |  |
| --- | --- |
| FROM: PREVIOUS SUPPLIER NAME CURRENTLY LISTED IN THE CUMMINS SUPPLIER MASTER (To be completed by Cummins contact) | TO: NEW SUPPLIER NAME |
|  |  |

## TYPE OF CHANGE: EXISTING ADDRESS CHANGE (change address 'from', 'to')

|  |  |
| --- | --- |
| FROM: ADDRESS DETAILS CURRENTLY LISTED IN THE CUMMINS SUPPLIER MASTER (To be completed by Cummins contact). | TO: CHANGE WITH THE FOLLOWING INFORMATION |
| Address Line 1: | Address Line 1: |
| Address Line 2: | Address Line 2: |
| Address Line 3: | Address Line 3: |
| City: | City: |
| County: | County: |
| Province: | Province: |
| State: | State: |
| Postal Code: | Postal Code: |
| Country: | Country: |
|  |  |
| ADDRESS PURPOSE: (Mark address purpose below) | ADDRESS PURPOSE: (Mark address purpose below) |
| \_\_ PURCHASING ADDRESS | \_\_ PURCHASING ADDRESS |
| \_\_ PAY ADDRESS | \_\_ PAY ADDRESS |
| Definition for 'PURCHASING ADDRESS': For Indirect Suppliers it is the PURCHASE ORDERS MAILING ADDRESS, For Direct suppliers it is the SHIP FROM ADDRESS. | Definition for 'PURCHASING ADDRESS': For Indirect Suppliers it is the PURCHASE ORDERS MAILING ADDRESS, For Direct suppliers it is the SHIP FROM ADDRESS. |

## TYPE OF CHANGE: ADDING AN ADDITIONAL (NEW) ADDRESS

|  |  |
| --- | --- |
| ADDITIONAL (NEW) ADDRESS DETAILS | IF ADDING AN ADDITIONAL PURCHASING ADDRESS, THE ASSOCIATED PAY ADDRESS MUST BE PROVIDED |
| Address Line 1: | Address Line 1: |
| Address Line 2: | Address Line 2: |
| Address Line 3: | Address Line 3: |
| City: | City: |
| County: | County: |
| Province: | Province: |
| State: | State: |
| Postal Code: | Postal Code: |
| Country: | Country: |
| ADDRESS PURPOSE (Check address purpose below) |  |
| \_\_ PURCHASING ADDRESS |  |
| \_\_ PAY ADDRESS |  |
| Definition for 'PURCHASING ADDRESS': For Indirect Suppliers it is the PURCHASE ORDERS MAILING ADDRESS, For Direct suppliers it is the SHIP FROM ADDRESS. | Definition for 'PAY ADDRESS': Remit to address that appears on a supplier's invoice. |
|  |  |
| IF ADDING AN ADDITIONAL PURCHASING ADDRESS, SUPPLIER CONTACT TO RECEIVE PURCHASE ORDERS (POs) | IF ADDING AN ADDITIONAL PAY ADDRESS, SUPPLIER CONTACT TO RECEIVE PAYMENTS |
| First/Last Name: | First/Last Name: |
| Email Address: | Email Address: |
| Phone Number: | Phone Number: |
| Fax Number (If applicable): | Fax Number (If applicable): |

## TYPE OF CHANGE: BANKING INFORMATION

|  |
| --- |
| NEW BANKING DETAILS |
| Bank Name: |
| Beneficiary Name: |
| Routing Number (ABA) (US based suppliers only): |
| Bank Account Number: |
| Beneficiary A/C No./ IBAN No.: |
| Swift Code: |
| Transit No (Canada based suppliers only): |
| Institution No (Canada based suppliers only): |
| Sort Code (UK based suppliers only): |
| ACH Code (if applicable): |
| Bank City: |
| Bank State: |
| Bank Country: |
| Bank Agency Number (if applicable): |
| Currency: |
| EMAIL ADDRESS OF PERSON TO RECEIVE REMITTANCE ADVICE NOTIFICATION (when electronic payments are issued): |

## TYPE OF CHANGE: CONTACT INFORMATION CHANGE

|  |  |
| --- | --- |
| PREVIOUS PURCHASE ORDER CONTACT CURRENTLY LISTED IN THE CUMMINS SUPPLIER MASTER: (To be completed by Cummins contact) |  |
| First/Last Name: |  |
| Email Address: |  |
| Phone Number: |  |
| Fax Number (If applicable): |  |
|  |  |
| NEW/ADDITIONAL PURCHASE ORDER CONTACT DETAILS | PURCHASING ADDRESS THIS CONTACT SHOULD BE ASSOCIATED WITH |
| First/Last Name: | Address Line 1: |
| Email Address: | Address Line 2: |
| Phone Number: | Address Line 3: |
| Fax Number (If applicable): | City: |
|  | County: |
|  | Province: |
|  | State: |
|  | Postal Code: |
|  | Country: |
| PREVIOUS ACCOUNTS RECEIVABLE CONTACT (CURRENTLY LISTED IN THE CUMMINS SUPPLIER MASTER) |  |
| First/Last Name: |  |
| Email Address: |  |
| Phone Number: |  |
| Fax Number (If applicable): |  |
|  |  |
| NEW/ADDITIONAL ACCOUNTS RECEIVABLE CONTACT DETAILS | PAY ADDRESS ADDRESS THIS CONTACT SHOULD BE ASSOCIATED WITH |
| First/Last Name: | Address Line 1: |
| Email Address: | Address Line 2: |
| Phone Number: | Address Line 3: |
| Fax Number (If applicable): | City: |
|  | County: |
|  | Province: |
|  | State: |
|  | Postal Code: |
|  | Country: |
|  |  |
|  |  |

## TYPE OF CHANGE: CONTACT INFORMATION ADDITION

|  |  |
| --- | --- |
| NEW/ADDITIONAL PURCHASE ORDER CONTACT DETAILS | PURCHASING ADDRESS THIS CONTACT SHOULD BE ASSOCIATED WITH |
| First/Last Name: | Address Line 1: |
| Email Address: | Address Line 2: |
| Phone Number: | Address Line 3: |
| Fax Number (If applicable): | City: |
|  | County: |
|  | Province: |
|  | State: |
|  | Postal Code: |
|  | Country: |
|  |  |
| NEW/ADDITIONAL ACCOUNTS RECEIVABLE CONTACT DETAILS | PAY ADDRESS THIS CONTACT SHOULD BE ASSOCIATED WITH |
| First/Last Name: | Address Line 1: |
| Email Address: | Address Line 2: |
| Phone Number: | Address Line 3: |
| Fax Number (If applicable): | City: |
|  | County: |
|  | Province: |
|  | State: |
|  | Postal Code: |
|  | Country: |

## TYPE OF CHANGE: ENTIRE SUPPLIER CURRENCY CHANGE

(Note: The currency of an existing site cannot be changed for any region. A new site for the affected address(es) must be created with the new currency.)

|  |  |
| --- | --- |
| PREVIOUS CURRENCY | NEW CURRENCY |
|  |  |

## SIGNATURE

|  |
| --- |
| All pages of the supplier's letterhead and any additional supporting document(s) must be dated (within one year), contain the printed name, job title, eSignature or physical signature (not fancy font) of the supplier's company representative providing the information. |
|  |
| eSignature or Physical Signature: |
| Printed Name: |
| Job Title: |
| Date: |
|  |
| The completed sections of the template must be affixed within the body of the supplier's company letterhead |