# CHANGES TO EXISTING SUPPLIER

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

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| SUPPLIER NAME (as legally registered/appears on W-9 tax documentation:) |
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| TAXPAYER ID (As provided on W-9 Tax Document) |
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## TYPE OF CHANGE: SUPPLIER NAME CHANGE (change supplier name 'from', 'to')

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| FROM: PREVIOUS SUPPLIER NAME CURRENTLY LISTED IN THE CUMMINS SUPPLIER MASTER (To be completed by Cummins contact) | TO: NEW SUPPLIER NAME |
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## TYPE OF CHANGE: EXISTING ADDRESS CHANGE (change address 'from', 'to')

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| 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. |

## SIGNATURE

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| 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. |
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| 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 |