**This form should only be used for employees that need expense reimbursements. This form should be used to request new employee vendors or to change existing employee vendors.**

***Employee Vendor Form***

**Please email completed from to** [**APVENDOR@Centurylink.com**](mailto:APVENDOR@Centurylink.com)

|  |  |  |
| --- | --- | --- |
| **Employee information** | | |
| **Employee Name** | Sandeepkumar Reddy Kambham | |
| **Company Code** | H231 | |
| **Street Address/PO Box** |  | |
| **City** | Hyderabad | |
| **State/Region** | Telangana | |
| **Postal Code** | 500085 | |
| **Country** | India | |
| **Phone** | 9885334237 | |
| **Email address** | Sandeepkumarreddy.k@centurylink.com | |
| **SAP User ID** |  | |
| **Employee Banking information** | | |
| **Bank country** | | India |
| **Bank key/sort code** | | HDFC0004078 |
| **Bank account number** | | 50100389096649 |
| **Iban (if required)** | |  |

SAP User ID:

Example: XXX123456

Company code:

Example H423

Send completed form to APVENDOR@CENTURYLINK.COM