



Vendor form Company_Organization

General information (PLEASE USE CAPITAL LETTERS)	
Vendor type* :	Select from list
Company / Organization name* :	
House Number :	
Street name* : (or PO box)	
Street name 2 :	
Street name 3 :	
Postal Code* : ("0000" If postal code inapplicable in your country)	
City* :	
Country of residence* :	
Telephone : (without country prefix)	
Mobile phone : (without country prefix)	
Fax : (without country prefix)	
Contact Email* :	
Email for payment advice : (if different from contact email)	
Various	
Language of correspondence* :	Select contract language
Tax Code 1 / Tax Code 2 :	/
Payment currency* :	
Bank Information	
Bank country* :	
Bank name* :	
Bank agency name* :	
Agency address* :	
Bank City and Postal code* :	
SWIFT code* :	
Bank account Number* :	
Bank number :	
Branch code:	
IBAN : (if applicable in your country)	
Control Key : (if applicable in your country)	
Account holder name* :	
Account currency* :	
Additional banking information : (ACH for Bank in USA, Correspondent and Intermediary Bank)	

Please attached mandatory supporting documents :	
<input type="checkbox"/>	Copy of the identification document (e.g: ID card or Company Certification)
<input type="checkbox"/>	Copy of a bank document
<input type="checkbox"/>	I confirm that the information given in this form is true, complete and accurate.

*Mandatory Information



How to fill up the vendor form

Use the Latin Alphabet

VENDOR INFORMATION

Company name: The legal name of the company/organization. Acronyms can be included in the name.

Family name/ Given name: Name and first name must be complete and the same as the Identification document.

Address: The complete physical and postal address or PO box depending on the practice in the country.

 PO box is not accepted for vendors in the USA

Tax code 1/ Tax code 2: Only to be provided if required.

Telephone Numbers : To be provided without the country prefix.

BANK INFORMATION

Bank Name: The official name of the banking institution and the acronym (e.g. HSBC – Hong Kong & Shanghai Banking Corporation).

Bank Agency Name: The name of the bank branch.

Bank Country: Country in which the vendor's bank is located.

Bank Agency Address and city: Complete address of the bank.

SWIFT: SWIFT/BIC code is mandatory irrespective of the bank location.

IBAN: For IBAN mandatory countries only.

Bank number and branch code: Mandatory for the following countries:

- *Australia
- *New Zealand
- *Canada
- *South Africa.

ACH, automatic clearing house: Mandatory for payments to USA only.

Account holder name: Complete name of the account holder must be provided as it appears on the bank document.


Account currency: The bank account currency.

Payment currency: The currency in which the payment is made.

Additional banking information: e.g.:
*ACH for the USA
*Correspondent and Intermediary bank

How to fill up the vendor form

ATTACHED DOCUMENTS

 **An official bank document is mandatory:**

- **For Company/ organization a registration document**
 - Official registration document
- Or**
- Signed letter of justification of non-registration. *In case of small companies with no official registration in their respective countries.*

 **An Identification Document is mandatory:**

Bank document should indicate the following information:

- Bank name
- Account holder name
- Account number

e.g.: cancelled crossed cheque, a RIB, a bank statement...

These documents should be either in French or in English. If the document is in a different language, the original document should be with its translation should be provided.