



# 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"/>	<b>I confirm that the information given in this form is true, complete and accurate.</b>

\*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.\*