

G-3 CHICKADEE PURCHASER, LLC

VENDOR CREATION/CHANGE REQUEST FORM

Instructions:

Please fill out all listed fields and return to the attention of your contact by scan via email. All fields are **mandatory**. If you are responding '**Not Applicable or N/A**', please specify the reason why it is not applicable to you. Some fields will include additional instructions to attach supporting documents. Please ensure to provide these supporting documents in addition to this form. The complete list of applicable supporting documents per country are available on the **List of Supporting Documents** section.

Is this a request for new vendor registration? (mark with "X" if applicable)

or

Is this a request to update your vendor master records? (mark with "X" if applicable)

Vendor details: All fields are mandatory.

Full Legal Company Name:	
Trading Name / Doing Business As: <i>(Local Business Name if different from above)</i>	
Registration Number (if Applicable to your location): <i>(E.g. business registration number, license, GST Number and or other business requirements necessary to deliver goods or perform services)</i>	
Physical Company Address:	
<i>Street Address / House Number</i>	
<i>City / Town / State</i>	
<i>Postal Code</i>	
<i>Country</i>	
Language:	
Phone number:	

Fax number:	
Main contact person name, phone and email:	
Do you want to receive Purchase Orders by email or fax? <input type="checkbox"/> Email <input type="checkbox"/> Fax	
E-mail address for Purchase Orders (enter only 1 email address):	
E-mail address for invoice follow-up (enter up to 2 email addresses):	
Holding Company (<i>as applicable to you</i>):	
Nature of business: <i>(Types of services/product being provided)</i>	
Standard payment terms:	P090 (Net Prox 90)
Other payment terms if validated by Procurement:	
Currency:	
Inco Terms:	
Please indicate if you are registered for e-Invoicing	(Yes/No)
DUNS number (if applicable)	

Vendor's Bank details (*If applicable, please provide proof of banking details*)

Bank Country	
Bank Name	
Bank Key / BSB / Bank Code	
Bank Account Number	
IBAN	
SWIFT/BIC code:	
Account Holder Name <i>(if different from Company Name)</i>	

Reference details to appear on bank statement	
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Vendor's Tax details *(If applicable, please provide your VAT / Tax Registration Certificate)*

VAT ID number (if Applicable to your location):	
Tax number/ Tax ID/State Tax Number	
HST/Tax number (Canada only)	

Additional Requirements For Supplier from North America Region Only

Company Website Address:	
Remit to Address	
Accounts Receivable Contact Details: (Contact Name / Email Address / Phone or Fax Number)	

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Vendor's signature (mandatory)

List of Supporting Documents per Location

Failure to provide the required supporting documents may cause delay and or rejection of the request to set-up your vendor record on the vendor master system. Please be aware that completing this form does not qualify or guarantee your company as an approved supplier, nor does it imply that your company has any type of procurement relationship.

Location	Document
North America Region	<ul style="list-style-type: none">▪ Complete Vendor Request Form▪ W-8 Non-US Individuals▪ W-8 Non-US Entities▪ W-9 Entities and Individuals▪ Bank Letter or Voided Check

Privacy Statement

G-3 Chickadee Purchaser, LLC ("G-3 Chickadee") respects individual privacy and values the confidence of our associates, customers, vendors and others with whom we do business. G-3 Chickadee strives to process Personally Identifiable Information ("PII") in a manner consistent with the laws of the countries in which we do business, and we strive to uphold the highest ethical standards in our business practices.

PII that you provide us with are used to register the vendor in G-3 Chickadee's system and facilitate business cooperation. By providing PII, you acknowledge data collection and use practices described in the G-3 Chickadee Global Privacy Policy, which is available on request and is on our corporate website.