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**SUPPLIER VENDOR FORM**

**FOR SUPPLIER / FIRM**

**SECTION 1 Profile**

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| **Supplier name:** |
| **Business Relationship:**  **Spend Authorized**  **Prospective** |
| **Tax organization type:** |
| Company/Cooperation UN System  Individual IGO/IFI/Multilateral/Bilateral organization  Government Entity UNIV/Intl Research Institution  NGO/CSO Others: |
| **Supplier type:** |
| Supplier Individual  Travel Agency Programme Partner |
| **Person type:**  Staff UN Index ---- Personal Service Agreement  UNV Fellows  Intern Meeting Participants  For others, please specify |

**Country of Origin (Nationality):** **National ID:**

**Tax Country: Tax registration number**

**SECTION 2 CONTACT INFORMATION**

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| **Contact 1: User Account** |
| Last Name First Name Middle Name  E-mail Address: |
| **Contact 2: Admin Account** |
| Last Name First Name Middle Name  E-mail Address: |

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| **SECTION 3 ADDRESS** |
| Country Phone  Address Fax    Email  v  **Address Purpose (Please tick the relevant box only)**  City Ordering  State Remit To  Postal Code RFQ or Bidding  Province |

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| **SECTION 4 BUSINESS CLASSIFICATION** |
| Disabled owner Small Business  ISO Certifications Other Certifications  Minority-owned  Women-owned entity (51% or more)  Women-owned entity (51% or more) – self Proclaimed /Not extremally certified  – extremally certified |

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| **SECTION 5 BENEFICIARY BANK ACCOUNT DETAILS** | | | | | | |
| **Bank Account 1** | | | | | | |
| Bank Country: | | | | | | |
| Bank Name: | | | | | | |
| Branch Name: | Swift Code/ Routing number: | | | **Currency:** | | |
| Account Name: (name as it appears on bank account): | | | Account Number: | | | |
| IBAN: | | | Account Type: | | | |
| Bank Code: | | | Branch Code: | | | |
| Transit Code (5 digits) Canadian Banks: | | | BSB code (6 digits) Australia Banks: | | | |
| **Bank Information for Intermediary/Correspondent Bank ( if applicable)** | | | | | | |
| Name of Bank: | | | Address of Bank : | |  | |
| Branch number: | | | IBAN: | |  | |
| Intermediary Bank Account No: | | SWIFT Code: | | |  | **FEDWIRE NO. ( US banks only)** |
| **Bank Account 2** | | | | | | |
| Bank Name: | | | | | | |
| Branch: | Swift Code: | | | **Currency:** | | |
| Account Name: (name as it appears on bank account): | | | Account Number: | | | |
| IBAN: | | | Account Type: | | | |
| Transit Code ( 5 digits) Canadian Banks: | | | BSB code (6 digits) Australia Banks: | | | |
| **Bank Information for Intermediary/Correspondent Bank ( if applicable)** | | | | | | |
| Name of Bank: | | | Address of Bank: | |  | |
| Branch number:       Bank code: | | | IBAN Intermediary Bank: | |  | |
| Intermediary Bank Account No: | | SWIFT Code: | | |  | **FEDWIRE No. ( US banks only)** |

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| **SECTION 6 PRODUCTS AND SERVICES**  **(Please tick THE RELEVANT BOX ONLY)** |
| Raw Materials, Chemicals, Paper, Fuel  Industrial Equipment & Tools  Components & Supplies  Construction, Transportation & Facility Equipment & Supplies  Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals  Food, Cleaning & Service Industry Equipment & Supplies  Business, Communication & Technology Equipment & Supplies  Défense, Security & Safety Equipment & Supplies  Personal, Domestic & Consumer Equipment & Supplies  Services |

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| **SECTION 7 QUESTIONNAIRE** |
| 1. **Please Provide copies of one/ both of the below Mandatory Supporting Documents** 2. Business Registration Certificate    1. Official document confirming tax registration status and number    1. An electronic funds transfer (EFT) is the default and standard payment method.  **Any other payment method(s) in absence of EFT will need to be supported with justification.**   The Proof of Banking (POB) should clearly identify bank name, bank account name (should be same as supplier name), account  number and other bank credentials such as SWIFT, routing number, IBAN, where applicable.  Any of the following documents can be accepted:  a) Void cheque  b) Bank reference  c) Screenshot with online banking details without transactions or bank balance  d) Copy of bank card with account number  e) Copy of bank statements without details.  a. Electronic fund transfer - please ensure the Bank Accounts section of the supplier profile is completed and      **provide Proof of Banking**  b. Check payment - **please provide justification** in the comment box as we encourage all suppliers to be      paid electronically  **Comments**      I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in my capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize the agency to direct  payments for goods and services to the above account. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |