

Please refer to the end of this document under "**Notes**" for additional instructions, forms without the complete documentation & mandatory fields mentioned below will not be added to our systems.

## VENDOR/SUPPLIER FORM

### Supplier's General Information

Request Type *	New Screening GSD Ticket No. <input style="width: 100px;" type="text"/>	Modification Existing Vendor Code (Modification) <input style="width: 100px;" type="text"/>
Name (Legal Business Name) *	<input style="width: 100%; height: 25px;" type="text"/>	
Address (Street, City, State/Region, Postal Code) *	<input style="width: 100%; height: 25px;" type="text"/>	
Remittance Address: <small>(if different from address)</small>	<input style="width: 100%; height: 25px;" type="text"/>	
Tax ID Number (or similar doc. issued by govt.) *	<input style="width: 100%; height: 25px;" type="text"/>	
Supplier's Contact Name *	<input style="width: 100%; height: 25px;" type="text"/>	
Supplier's Phone Number *	<input style="width: 100%; height: 25px;" type="text"/>	
Supplier's E-mail Address *	<input style="width: 100%; height: 25px;" type="text"/>	
Supplier Purchase Order E-mail:	<input style="width: 100%; height: 25px;" type="text"/>	
Supplier Payment Remittance E-mail: <small>(mandatory for USA ACH payments)</small>	<input style="width: 100%; height: 25px;" type="text"/>	
DUNS No.:	<input style="width: 100%; height: 25px;" type="text"/>	
Payment Terms:	<b>30 days from invoice date</b>	

### Supplier's Bank Information

				<i>For America payments only</i>	<i>For Europe/Asia/Oceania payments</i>	
Preferred Payment Method *	ACH	Check	NEC	MISC Rents	MISC Medical & Healthcare	MISC Attorneys
Year-end 1099 required? (USA only)	Yes	No				
<i>If Yes please select one of the below</i>						
Account Name *			Account Name *	<input style="width: 100%; height: 25px;" type="text"/>		
Account Number *			IBAN Number *	<input style="width: 100%; height: 25px;" type="text"/>		
Bank Name *			Account Number *	<input style="width: 100%; height: 25px;" type="text"/>		
Routing Number *			Bank Name *	<input style="width: 100%; height: 25px;" type="text"/>		
Currency			SWIFT Code *	<input style="width: 100%; height: 25px;" type="text"/>		
SWIFT Code			Bank Country *	<input style="width: 100%; height: 25px;" type="text"/>		
				Sort Code *	<input style="width: 100%; height: 25px;" type="text"/>	
				Bank Code *	<input style="width: 100%; height: 25px;" type="text"/>	
				Currency *	<input style="width: 100%; height: 25px;" type="text"/>	

### Contact Information

"Billing To" Wallenius Wilhelmsen Entity * <small>(Name or Code)</small>	<input style="width: 100%; height: 25px;" type="text"/>	
E-mail of the Internal WalWil Contact * <small>(person ordering service/product)</small>	<input style="width: 100%; height: 25px;" type="text"/>	
Form Submitted By * <small>(Name, Title and Company)</small>	<input style="width: 100%; height: 25px;" type="text"/>	
Date submitted *	<input style="width: 100%; height: 25px;" type="text"/>	

**Notes:**

- New supplier must provide a screening ticket # (this is a WalWil internal ticket), if this number has not been prefilled by your WalWil contact when sending this form to you, please asking to provide before sending the completed form with the relevant backup to [financialsystemssupport@walwil.com](mailto:financialsystemssupport@walwil.com)
- Fields with \* are mandatory.
- Electronic versions of one of the following must be submitted when requesting electronic payment (without the appropriate backup, this request will not be processed):
  - Bank confirmation letter on the bank's letterhead
  - Vendors internal letterhead with banking instruction (This form of backup is only valid for new Suppliers being onboarded, modification of existing Suppliers must submit other forms of valid backups listed)
  - Voided Check
  - Bank Statement Copy
  - Bank Book Copy
  - Screenshot of internet banking page, which displays the vendor's full name and bank account number
- Banking codes vary depending on the country; only include banking codes relevant to your country or payment type.
- W-9 forms are mandatory for the USA only.
- Tax ID numbers include but are not limited to: TIN, TAX, VAT, ABN, Business License, Corp. Tax number
- DUNS number is a unique nine-digit identifier managed by Dun & Bradstreet (<https://www.dnb.com>)
- Purchase Order email is the address where WalWil will send PO