



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	
<b>Request Type:</b>	<input type="checkbox"/> New <input type="checkbox"/> Modification <input type="checkbox"/> Existing Vendor Code (Modification)
<b>Name (Legal Business Name)*:</b>	_____
<b>Address (Street, City, State/Region, Postal Code)*:</b>	_____
<b>Remittance Address:</b> (if different from address)	_____
<b>Tax ID Number (or similar doc. issued by govt.)*:</b>	_____
<b>Supplier's Contact Name*:</b>	_____
<b>Supplier's Phone Number*:</b>	_____
<b>Supplier's E-mail Address*:</b>	_____
<b>Supplier Purchase Order E-mail:</b>	_____
<b>Supplier Payment Remittance E-mail:</b> <small>(mandatory for USA ACH payments)</small>	_____
<b>D-U-N-S No.:</b>	_____
<b>Payment Terms:</b>	45 days from invoice date
Supplier's Bank Information	
<p style="text-align: center; font-size: small;"><i>For America payments only</i></p> <p><b>Preferred Payment Method*:</b>      <b>ACH</b>                      <b>Check</b></p> <p>Year-end 1099 required? (USA only)    <b>Yes</b>                      <b>No</b></p> <p style="font-size: x-small;"><i>If Yes please select one of the below</i></p> <p><b>NEC</b>                      <b>MISC Rents</b>                      <b>MISC Medical &amp; Healthcare</b></p> <p style="font-size: x-small;"><i>If your preferred payment method is Check the below information is not mandatory</i></p> <p><b>Account Name*:</b> _____</p> <p><b>Account Number*:</b> _____</p> <p><b>Bank Name*:</b> _____</p> <p><b>Rounting Number*:</b> _____</p> <p><b>Currency Code:</b> _____</p>	<p style="text-align: center; font-size: small;"><i>For Europe/Asia/Oceania payments</i></p> <p><b>Account Name*:</b> _____</p> <p><b>IBAN Number*:</b> _____</p> <p><b>Account Number*:</b> _____</p> <p><b>Bank Name*:</b> _____</p> <p><b>SWIFT Code*:</b> _____</p> <p><b>Bank Country*:</b> _____</p> <p><b>Sort Code*:</b> _____</p> <p><b>Bank Code*:</b> _____</p> <p><b>Currency*:</b> _____</p>
<b>Bank Contact Name:</b>	_____
<b>Bank Contact E-mail:</b>	_____
<b>Bank Contact Phone:</b>	_____
Contact Information	
<b>"Billing To" Wallenius Wilhelmsen Entity Name or Code*:</b>	_____
<b>E-mail of the Internal WalWil Contact*:</b> (person ordering service/product)	_____
<b>Form Submitted By (Name, Title and Company)*:</b>	_____
<b>Date Submitted*:</b>	_____

**Notes:**

- 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 + Invoice Copy
  - 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 POs

Return form to [financialsystemssupport@walwil.com](mailto:financialsystemssupport@walwil.com) and CC your Wallenius Wilhelmsen contact.