

New Vendor/Vendor Change and ACH Form

Supplier Name:

Supplier Address:

Federal ID:

Remit to Address:

	Name	Phone
Supplier Contact Info:	<input type="text"/>	<input type="text"/>

Sales/Customer Service Email:

Business Need: Add New Supplier Update Supplier Info Other (describe)

ISO Certified: Yes No

Supplier Type: Service Supply Raw Material Freight Other (describe)

Supplier Profile: Locally Owned Women Owned Small Business Large Business/Corp

Minority Owned Owner is Disable Owner is a Veteran Non-profit

PO Contact Name:

PO contact phone: # Email Address:

Preferred method to receive PO's Check one: Email Fax

Return Address:

Hours of operation:

Bank Information

We would like our disbursements paid via ACH and deposited in the following bank account:
(Either fill in the details below or attach one of the following (check one):

- Voided Check
- Bank Letter (see your bank representative for information)

Account Type: Checking Saving Other Please describe:

Bank Name: Bank routing number:

****Please include all leading zeros in the bank routing and bank account number****

AR Email:

Desired Payment Terms:

This section to be completed by the supplier

Date: _____
month/day/year

Submitted by: _____

This section to be completed by Haag-Streit USA, Inc.

Date: _____
month/day/year

Submitted by: _____

Detail of Change Form (internal use only)

Supplier Name:

Provide brief explanation of the new product/service or replacement of supplier

Will the new supplier enter company premises to conduct business:

Yes No

This section to be completed by Haag-Streit USA, Inc.

Date Received: _____
month/day/year

Date Entered: _____
month/day/year

Supplier# _____

Entered by: _____