

SUPPLIER REGISTRATION FORM

NEW / ADDITION ON EXISTING / ADJUSTMENT ON EXISTING SUPPLIER

In order to transfer payments to you, our system requires the following information. Please type all information in English. You can add extra information in the comments field, the supplier details or in the supplier bank details. After completing, print the supplier registration form and sign it. Next to this form, please add an extra document which includes the name, address and bank account number of the company or person involved. Afterwards mail the form to your contact person at the embassy or department.

Select Company or Person	Company	Person
Company Name *		
Person First Names (in Full)*		
Person Last Name *		
E-mail Address* (for payment specification)		
Telephone Number*		
Address (Street & House Number)*		
- Postal Code*		
- City and Country*		
- Region*		
P.O. Box and Postal Code (if applicable)		
- City and Country (only for P.O. Box)		
- Region (only for P.O. Box)		
Company Legal Form*		
VAT / TAX / ID number		
CoC number (Chamber of commerce)		
CoC location number		
Other Supplier Details/Comments:		

SUPPLIER BANK DETAILS

Bank Account Number*	
IBAN Number*	
Account Holder Name*	
Currency of Bank Account*	
Bank Organisation Name*	
Bank City and Country*	
Swift / BIC Code*	
Local Clearing Bank Branch Code*	
Local Clearing Bank Code*	
Other Bank Details/Comments:	

NOTE: By signing this form, you confirm that the above information is correct. The Registration of a new vendor can only be processed if this form is completely filled out and accompanied by proof of account holder.

Date*	
Company Officer/Manager/Person Name*	
Suppliers signature *	

Mandatory fields are marked with *

Please check below the Country specific instructions

Country specific instruction(s) v 1.2

To be entered in field of the Supplier Registration Form:	Country specific instruction(s)	To be entered in field of the Supplier Registration Form:
SEPA country OR one of the following countries: AE-United Arab Emirates, AL-Albania, AO-Angola, GE-Georgia, JO-Jordan, IL- Israel, LB-Lebanon, ME-Montenegro, RS-Serbia, SA-Saudi Arabia, TR-Turkey	<ul style="list-style-type: none"> It's not required to provide the "Local clearing bank code", "bank branch code" or "BIC/SWIFT" code if you provide your IBAN number. 	n.a.
Argentina	<ul style="list-style-type: none"> Please enter Region code for street address and if PO BOX is applicable also P.O. BOX number, Postal Code, City, Country and Region. Please enter "the Bank account type" (code 01/Current Account/Cuenta Corriente or 02/Savings account Cuenta Ahorro) Please enter the Identification type and number. Choose one of the values UL/CUI/CIE/LC#/LE#/PAS : ("CUL" - CUIL (or DNI for persons) / "CUI"- CUIT (for companies) / "CIE"- Police ID for Foreigners / "LC#" -Civilian ID / "LE#" - Enrolment Card / "PAS"-Passport) 	In [Region] and for PO BOX: [P.O. BOX], [Postal Code], [City], [Country] and [Region] in [Other Bank details/Comments] in [VAT/TAX/ID number]
Australia	<ul style="list-style-type: none"> Please enter the "BSB code" 	in [Local Clearing Bank Branch Code]
Bangladesh	<ul style="list-style-type: none"> Please provide the "Bank Routing Number" (BEFTN) 	in [Local Clearing Bank Code]
Brazil	<ul style="list-style-type: none"> Please enter "Tax Number Category" and "Tax number" (CPF for persons (11 digits) / CNPJ for companies (14 digits)) 	in [VAT/TAX/ID number]
Canada	<ul style="list-style-type: none"> Please enter the "Local clearing Bank Branch code" (5 pos) using the 'ABA' or 'ACH' related value and combine this with the indicator "ABA" or "ACH". Please enter the "Local clearing Bank code" (3 pos) Please enter Region code for street address and if PO BOX is applicable also P.O. BOX number, Postal Code, City, Country and Region 	in [Local Clearing Bank Branch code] in [Local Clearing Bank Code] In [Region] and for any PO BOX in [P.O. BOX], [Postal Code], [City], [Country] and [Region]
Chile	<ul style="list-style-type: none"> Please enter the "bank account type" (code 01/Current Account/Cuenta Corriente/Vista/RUT or 02/Savings account Cuenta Ahorro) Please enter Tax Number (7 or 8 digits) + the control digit (1 digit) in [VAT/TAX number] 	in [Other Bank details/Comments] in [VAT/TAX/ID number]
China	<ul style="list-style-type: none"> Please enter the "CNAPS" bank code + 开户人姓名 / Please enter account holder name in Chinese characters if applicable. 	in [Local Clearing Bank Branch Code] in [Account Holder Name]
Colombia	<ul style="list-style-type: none"> Please enter the "bank account type" (code 01/Current Account/Cuenta Corriente or 02/Savings account Cuenta Ahorro) Please enter the Identification type and Tax/ID number. For type choose one of the values 01/02/03/04/05/06/07/08. Most used types: 01 - Cédula Ciudadania ID09 - Citizens with NIT-NUIT, 02 - Cédula Extranjeria Foreign ID, 03 - Company ID Number NIT 	in [Other Bank details/Comments] in [VAT/TAX/ID number]
Costa Rica	<ul style="list-style-type: none"> Please enter the Identification type and Tax/ID number. For type choose one of the values: Cedula identidad (Personal) / Cedula jurídica (Company) / Cedula extranjero (Foreigner) Please enter your email address (mandatory). 	in [VAT/TAX/ID number] in [VAT/TAX/ID number]
Dominican Republic	<ul style="list-style-type: none"> Please enter the "Identification type" and "Tax or ID" number. For institutions required to enter a RNC TAX id (9 digits) or a Registro Mercantil (7 digits). For individuals required to enter Cedula (11 digits) or Passport Number. 	in [VAT/TAX/ID number]
India	<ul style="list-style-type: none"> Please enter the "IFSC" code 	in [Local Clearing Bank Branch Code]
Japan	<ul style="list-style-type: none"> Please enter the "bank account type" (code 01/FUTSO or 02/Other account) 	in [Other Bank details/Comments]
Macedonia	<ul style="list-style-type: none"> Please provide the "local bank account number" (not the international bank account) 	in [Bank Account Number]
Pakistan	<ul style="list-style-type: none"> Please enter the "IMD" bank code 	in [Local Clearing Bank Branch Code]
Panama	<ul style="list-style-type: none"> Please enter the "bank account type" (code 01/Current Account/Cuenta Corriente or 02/Savings account Cuenta Ahorro) 	in [Other Bank details/Comments]

To be entered in field of the Supplier Registration Form:	Country specific instruction(s)	To be entered in field of the Supplier Registration Form:
Peru	<p>Please enter the "Identification type" and "Tax or ID" number.</p> <ul style="list-style-type: none"> The Tax number consists of an ID type and an ID number. ID type and number to be concatenated and separated by hyphen (-). <p>Conditions:</p> <ul style="list-style-type: none"> ID type, length exact 1 (see list below) / ID number text[A-Z of a-z of 0-9], length max 12 <p>Possible types:</p> <ul style="list-style-type: none"> D - Carnet Diplomático - Diplomatic ID M - Libreta Militar - Military ID E - Carnet Extranjería - Foreign ID P - Pasaporte -Passport R - RUC - RUC (default) L - Libreta Electoral / DNI -Voter Card / Peruvian ID known as DNI S - Sin Documentos - No Document 	in [VAT/TAX/ID number]
Russia	<ul style="list-style-type: none"> Please enter the particular value for the "KORR" code 	in [Local Clearing Bank Branch Code]
The Netherlands	<ul style="list-style-type: none"> In Dutch: graag Rechtsvorm, BTW nummer, KvK en Vestigingsnummer invoeren 	in respectievelijk [Legal Form], [VAT/TAX number], [CoC (Chamber of Commerce number)], [CoC Location number]
United States	<ul style="list-style-type: none"> Please enter "Region code" for street address and if PO BOX is applicable also P.O. BOX number, Postal Code, City, Country and Region Please enter the "Local Clearing Bank Branch code" using the 'ABA' or 'ACH' related value and combine this with the indicator "ABA" or "ACH". 	In [Region] and for PO BOX: [P.O. BOX], [Postal Code], [City], [Country] and [Region] in [Local Clearing Bank Branch code]
Venezuela	<p>Please enter the "Identification type" and "Tax" or "ID" number.</p> <ul style="list-style-type: none"> ID Types supported: V , J , G and P. <ul style="list-style-type: none"> Cedula for persons only (it should start with V (for Venezuela) or E (for extranjero- foreigner) or P (for passport but only for diplomats) RIF for companies (starts with J- juridica) but if it's a government entity e.g. embassies/VE government, starts with G (government) ID type and number to be concatenated and separated by hyphen (-). The last digit is a control digit, which should also be separated by a hyphen (-). Cedulas and Passports don't have verification digit. Assume the last digit is the verification digit. Complete the length with zeros (at the beginning of the number) 	in [VAT/TAX/ID number]