



VENDOR ADD/CHANGE REQUEST FORM (REVISED JUNE 2021)

IFS ONLY: Supplier Groups: DEL Terms: Buyer ID: Ship Via:

REQUESTED BY: LOCATION: DATE:

NEW VENDOR Employer Identification Number attach copy of most current W-9, or W-8 for foreign entities

TAX ENTITY (Check W9) Corporation or S-Corp Person/Sole Proprietor, Partnership, or Trust OTHER Government entities & foreign companies DO NOT require a W9.

SPECIAL VENDOR TYPE, IF APPLICABLE Law Firm M.W.B.E. M.B.E. Veteran Owned

CHANGE (Fill in the COMPANY NAME, JDE/IFS#, ONLY the fields that are being modified.) All name changes must be accompanied by a W9.

Mailing Address and Remit Address section with fields for Company Name, Address, Suite, City, State, Zip Code, Contact Name, Phone Number, and JDE/IFS #.

ACH/WIRE INFORMATION - MUST ALSO BE SUBMITTED ON VENDOR LETTERHEAD AND FILLED OUT ON NEXT PAGE

ACH/Wire Information section with fields for Bank Name, Routing Number or Swift Code, and Vendor Bank Account #.

Supplier Information section with fields for Supplier Type, Search Type, Payment Type, and Payment Terms.

IFS QUESTIONS ONLY: Would you classify this business as Critical? Does the company supply any finished products to us or our customers?

Requestor and Authorized Approver section with fields for Electronic Signature and Date.