



## New Vendor Information Form

Dear Vendor,

To ensure accurate setup in our systems, please complete this form. Essential information required for PO transmission, payment processing, compliance, and communication is collected.

**Instructions:**

- **Review all fields carefully.** Complete only the sections relevant to your business.
- **Enter your responses directly into the form.** Handwritten submissions will not be accepted.
- **Sign and date the form** before submitting it to the Procurement Service Center.
- **Ensure the form is complete.** Incomplete submissions will be returned for correction.
- **Need help?** Contact [procurementservicecenter@ferrara.com](mailto:procurementservicecenter@ferrara.com).

**Section 1: Vendor Information**

- US vendors: Legal company name and address must match the information listed on the IRS Form W-9. [Click here to validate US address.](#)
- Non-US vendors: Legal company name and address must exactly match the information listed on the IRS Form W-8.

Legal Company Name			
Doing Business As (DBA) (if applicable)			
In Care of (C/O)			
Attention to			
Legal Business Address			
District (non-US vendors only)			
City		Country	
State / Region		Telephone	
Postal Code		Diversity Classification	
What is the Country of Origin for products or materials you are providing?			

**Section 2: Remit to Address**

Street Address			
PO Box			
City		Postal Code	
State		Country	

**Section 3: Tax Information**

**Section 3A: Tax Information (US)**

- US vendors are required to provide a signed and dated IRS Form W-9.

Tax Classification			
Employer Identification Number			
Social Security Number			
Withholding Tax			

**Section 3B: Tax Information (Non-US)**

- Non-US vendors are required to provide W-8BEN if the office performing the service is in the US.

International Tax Category Type			
VAT / Foreign Tax ID			

**Section 4: Finance**

- Standard payment terms are Net 120 Days.
- Ferrara Corporate Controller must approve payment terms less than Net 120 Days.

Payment Terms		Currency	
Payment Method			

**Section 5: Bank Details**

<b>Section 5A US Vendors</b>	
▪ If payment method is ACH, enter details and provide bank details on official bank or company letterhead.	
Bank Name	
Account Name	
Bank Routing Number (also known as ABA Number or Bank Key)	
Bank Account Number	
Vendor Remittance Email	
<b>Section 5B Non-US Vendors</b>	
▪ If payment method is Wire, enter details and provide bank details on official bank or company letterhead.	
Bank Name	
Account Name	
Account / IBAN / CLABE	
SWIFT Code	
Vendor Remittance Email	
<b>Section 6: Vendor Contact Information</b>	
<b>Customer Service Representative (CSR) Contact</b>	
CSR Name	
CSR Email	
CSR Telephone	
<b>Accounts Payable (AP) Contact</b>	
AP Name	
AP Email	
AP Telephone	
<b>Salesperson Contact</b>	
Salesperson Name	
Salesperson Email	
Salesperson Phone	
<b>Environmental, Social, and Governance (ESG) Contact</b>	
ESG Name	
ESG Email	
ESG Phone	
<b>Section 7: Certification and Acknowledgement</b>	
By signing below, I confirm that the information provided in this form is accurate and complete.	
Name	
Title	
Signature	
Date	