



NetApp India Private Limited

Vendor Add/Change Form

Please select one:		
<input type="checkbox"/> New Vendor		
<input type="checkbox"/> Existing Vendor – (Change of info. indicate the change in the impacted field(s) ONLY)		
Vendor Details		
• Legal Company Name:		
• Alternate Name -if applicable:		
• Address:		
• City:		
• State:		
• Postal Code:		
• Country:		
• GST Identification Number (GSTIN):		
• MSME Registration Number :	(Applicable for vendors registered under Micro, Small and Medium Enterprises Development Act, 2006)	
• Company CIN Number :	(Applicable only for Companies registered under Companies Act and LLP registered under LLP Act)	
• Permanent Account Number :		
• Nature of Services:		
• Rate of Tax Deducted at Source:		
• TDS Section:		
• Exemption in TDS rate if any:		
A scanned copy of PAN certificate & Exemption Certificate from Income Tax Department (if any) must be provided		
Vendor Contact		
• Main Contact - Name:		
• Main Contact - Phone #:		
• Main Contact - Fax #:		
• Email Address (Requestor of Purchase Order Only):	(Applicable for PO vendor only)	
• Email Address (Accounts Receivables Department):		
Bank Details		
• Invoice Currency :	(Applicable for domestic and overseas vendor other than Brokerage)	
• Payment Method:		
• Account Name:		
• Bank Name:		
• IFSC Code :		
• Account Number :		
Foreign Payments Only		
• International Swift Code :	(Applicable for Overseas vendors only)	
• IBAN Code :	(Applicable for Overseas vendors only)	
• ABA Routing Number (US Only) :	(Applicable for Overseas vendors only)	
• Bank Address:	(Applicable for Overseas vendors only)	
• City:	(Applicable for Overseas vendors only)	
• Country:	(Applicable for Overseas vendors only)	
Mandatory Fields		
Name & Position (PRINT)	Signature	Date (MM-DD-YYYY)
NetApp Contact Info. (Employee ID, Employee Name)		

**** Payment Terms:**

A. All vendors except Brokers:

* **Payment Terms:** EOAP (End of Accumulation Period)+60 days

* **Payment Schedule:** Your payment terms will be 60 days from the end of the calendar month in which the invoice falls (accumulation period). Invoices will be paid in the next payment run after it comes due. Our payment runs will occur on the 3rd day of each month (or next business day).

B. Brokers: Invoices shall be due and payable within fifteen (15) days from the date of NetApp Accounts Payable Department's receipt of the invoice. Incorrect invoice(s) will be returned to the Seller for correction and/or credit. NetApp will pay the Seller fifteen (15) days from receipt of the correct invoice.

Please scan and return completed form and PAN certification (& Tax Exemption Certificate if any) to GlobalProcurementServices@netapp.com

a. For vendor and payment term related inquiries, please contact us via GlobalProcurementServices@netapp.com

b. For invoice and payment related inquiries, please contact us via aphelp@netapp.com