



NetApp India Private Limited

Vendor Add/Change Form

Please select one:		
<input checked="" 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:		
• Permanent Account Number allotted by India tax office	If Available	
• Nature of Services:		
• Tax / VAT number:		
A scanned copy of PAN certificate from Indian 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)		

**** Withholding Tax - Withholding Tax, if any, applicable in terms of India Income-tax Act, 1961 read with the provisions of applicable tax treaty shall be borne by the supplier**

Please share the below documents along with VCF form.

1. **Tax Residency Certificate** issued by your local tax jurisdiction certifying the residency in your home State
2. **Form 10F** as prescribed by Indian Tax office (Form attached to be filled in and duly executed). If India PAN is allotted, FORM 10F generated from India Income Tax Portal needs to be provided
3. **No Permanent establishment certificate** (Declaration attached to be duly executed).

**** 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 forms 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