



NetApp (Shanghai) Commercial Co., Limited

Supplier Add/Change Form
(供应商增加/信息变更申请表)

Please select one (请从以下两个选项选择其一):
☐ New Vendor / 新增供应商
☐ Existing vendor- (Change of info. - indicate the change in the impacted field(s) ONLY) / 供应商- (信息变更-只填写信息有变更的项目)

Vendor Details (供应商信息)

Legal Company Name (in English)

法律实体名称(英文名称)

Legal Company Name (in Chinese)

法律实体名称(中文名称)

Former Company Name (in English)
(Applicable for Change of Info.)

原法律实体名称(英文名称)
(只于供应商信息变更时填写)

Former Company Name (in Chinese)
(Applicable for Change of Info.)

原法律实体名称(中文名称)
(只于供应商信息变更时填写)

Address Line 1 (in English)

公司地址(请用英文填写)

Address Line 2 (in English)

公司地址(请用英文填写)

City

公司所在地城市

Country

公司所在地国家

Business License Number

营业执照注册号

A scanned copy of Business License & Tax Certificate must be provided (请提供营业执照和税务登记证的扫描件)

Vendor Contact (供应商联系方式)

Main Contact - Name

主要联系人-名字

Main Contact - Phone # :

主要联系方式-电话号码

Main Contact - Fax # :

主要联系方式-传真号码

Email Address (Purchase Order Only)

电子邮件地址(订单管理负责人)

Email Address (Accounts Receivables)

电子邮件地址(应收账款负责人)

Payment / Bank Details (付款/银行信息)

Invoice Currency

发票币种

Payment Method

付款方式

Wire Only (只接受电汇付款方式)

Account Name (in English)

开户银行账户名称 (请提供英文名称)

Account Name (in Chinese)

开户银行账户名称 (请提供中文名称)

Bank Name, filed detail to branch name (in English)

开户银行名称 · 需提供具体支行名称
(请提供英文名称)

Bank Name, filed detail to branch name (in Chinese)

开户银行名称 · 需提供具体支行名称
(请提供中文名称)

Account Number

开户银行帐号

Foreign Payments Only (外币付款填写项目)

International Swift Code

IBAN Code

ABA Routing Number (US Only)

Bank Address

City

Country

Withholding Tax Payment

Please confirm the obligation of withholding tax payment per contract/ agreement.

The Seller (supplier) will be liable for withholding tax

Mandatory Fields (必填项目)

Name & Position (PRINT)
(名字和职位)

Signature
(签字)

Date (MM-DD-YYYY)
(日期)

Name of NetApp Contact & Email Address
(Netapp的联系人 and 电子邮件地址)

@netapp.com

* 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).

Please scan and return completed form & Business License & Tax Certificate to GlobalProcurementServices@netapp.com

完整填写此表格后请发送扫描件(连营业执照和税务登记证的扫描件)至 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