



NetApp (Hong Kong) Limited

Supplier 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 :	_____	
Former Company Name : <small>(Applicable for Change of Info.)</small>	_____	
Alternate Name : <small>(if applicable)</small>	_____	
Address Line 1 :	_____	
Address Line 2 :	_____	
City :	Country :	_____
Postal Code :	ABN No./ Business License No./ Company Registration No./VAT No.:	_____
Vendor Contact		
Main Contact - Name :	_____	
Main Contact - Phone # :	Main Contact - Email Address : <small>(Purchase Order Only)</small>	_____
Main Contact - Fax # :	A/C Receivable's Email Address : <small>(Recipient of Remittance Advice)</small>	_____
Payment / Bank Details		
Invoice Currency :	Payment Method :	_____
Account Name :	_____	
Bank Name :	_____	
Bank Code :	Branch Code :	_____
Account Number :	_____	
Foreign Payments Only:		
International Swift Code :	IBAN Code :	_____
ABA Routing Number : <small>(US Only)</small>	_____	
Bank Address :	_____	
City :	Country :	_____
Mandatory Fields		
Name & Position (PRINT)	Signature	Date (MM-DD-YYYY)
Name of NetApp Contact & Email Address		

** 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 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