



NetApp Malaysia Sdn Bhd

Supplier Add/Change Form

Please select one:

☐ New Vendor

☒ Existing Vendor – (Change of info. indicate the change in the impacted field(s) ONLY)

Vendor Details

Legal Company Name : _____

Former Company Name : _____
(Applicable for Change of Info.)

Alternate Name : _____
(if applicable)

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 : _____
(Purchase Order Only)

Main Contact - Fax # : _____ A/C Receivable's Email Address : _____
(Recipient of Remittance Advice)

Payment / Bank Details

Invoice Currency : _____

Account Name : _____

Bank Name : _____

Bank ID : _____
(For Malaysia ONLY)

Bank Code : _____ Branch Code : _____

Account Number : _____ Swift Code : _____

Foreign Payments Only:

International Swift Code : _____ IBAN Code : _____

ABA Routing Number : _____
(US Only)

Bank Address : _____

City : _____ Country : _____

Payment Purpose Code : (Note: Mandatory for non- Malaysian resident/ beneficiary. Select **ONE** payment purpose code in either one of the fields.)

-- Payment Purpose Code (List 1 of 2) --

-- Payment Purpose Code (List 2 of 2) --

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 pohelp@netapp.com

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

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