



**UNITED NATIONS
UNIVERSITY**

FOR INTERNAL USE ONLY	
Requestor's Name :	
Vendor Type:	
UN Index No (for staff only):	
ATLAS Vendor No:	
Creation Date:	
Payment Currency (as specified in contract)	

VENDOR FORM

Please tick where applicable:

- New Submission – for first time submission only
- Profile Update – for purposes of updating vendor profile information. Please check either one of the boxes below:-
- The updated information provided herein supersedes and replaces existing information previously registered in the system. Please invalidate previous information registered in the system.
- The updated information provided herein is additional information. Please retain previous information registered in the system.

Instructions to Vendors

1. You are required to submit this Vendor Form duly completed (in English), signed and stamped.
2. Please complete Sections 1, 2 and 3 below in print or legible handwriting. To ensure completeness of information, all fields should be completed, please insert NA if not applicable.
3. This information is strictly used for the purpose of payment processing and will be held in confidence.
4. Incomplete or erroneous information will prevent final credit of payments to your account.
5. Payment shall be made the currency specified in your contract with the UN University (UNU). You are required to maintain a bank account denominated in the currency of payment which is maintained in the country where your bank account is domiciled. All risks, charges and costs imposed by your bank shall be borne by you. The UNU shall absorb and bear all risks, charges and costs imposed by the UNU's bank.
6. If you have any queries regarding this Vendor Form, please send your comments to procurement@wider.unu.edu
7. Send¹ completed Vendor Form to procurement@wider.unu.edu or².

I/We hereby agree that, until otherwise notified by me/us in writing, UNU may settle its financial obligations to me/us by Electronic Funds Transfer to the bank account provided herein and that such a transfer will constitute a payment to me/us.

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³Signature of Payee/Authorized Signatory

Name:

Title:

Date:



¹ Original, fax or scanned copies are acceptable

² Please indicate the name of the person in the UNU who requested you to complete this Form

³ Signature of Payee is mandatory. For individuals, the Payee signs off. For Companies/ Institutes/ Organizations, the authorized signatory should sign off and affix the company's official stamp. If the Company does not have a company stamp, please indicate the name of the signatory and title.

SECTION 1		PAYEE INFORMATION (Individual or Company)	
Full Name:	<i>(For individual, please underline your surname)</i>		
Nationality <i>(for individual)</i> :		Gender <i>(for individual)</i> : Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address ⁴ :	Street Address:		City:
	State:	Postcode:	Country:
Contact Person <i>(for company)</i>	Name:		
Contact details:	Email:		
	Tel:	Fax No:	
SECTION 2		BANKING INFORMATION ⁵	
Account holder name ⁶ :			
Account Details:	Bank Account No:	Account Currency:	
	IBAN <i>(required for EU)</i> :	Account Type <i>(please tick)</i> : <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> Checking <input type="checkbox"/> Other, <i>please specify</i> ⁷	
Name of Bank:	<i>(official name in full)</i> :		Branch Name:
Address:	Street Address:		City:
	State:	Postcode:	Country:
Bank Identification (ID) information ⁸ : <i>(based on country)</i>	<input type="checkbox"/> Japan	Routing Code <i>(4 digit bank number plus 3 digit branch number)</i>	
	<input type="checkbox"/> United States	Routing number for ACH/electronic payment (9 digits) Swift code for wire transfer (8 to 11 characters)	
	<input type="checkbox"/> Other <i>(specify)</i> :	Swift Code <i>(8 or 11 characters)</i> Local Routing Code <i>(if Applicable)</i>	
Special Instructions:			
SECTION 3		BANKING INFORMATION FOR INTERMEDIARY/CORRESPONDENT BANK <i>(As applicable)</i>	
Name of Bank		SWIFT Code :	
Address:	Street Address:		City:
	State:	Postcode:	Country:
Bank Account No.	<i>(Bank account number of beneficiary bank with intermediary bank)</i>		

⁴ This address should be the same address appearing in the Purchase Order, Contract or Agreement with UNU.

⁵ You should provide only one bank account, if for some reason another bank account is required to be registered, please submit a separate Vendor Form and specify under "Special Instructions", which is the default bank account.

⁶ If you require a payment to be made to an alias (a.k.a.) or Doing Business As (d.b.a.) name or a Pay Agent, the identification of the a.k.a./d.b.a. name of Pay Agent must be included in the contract of agreement with the UNU. Please explain the use of an alias or d.b.a. name and its relationship with the designated Pay Agent under "Special Instructions"

⁷ Other types of bank account include but not limited to Business account and Trust fund.

⁸ A bank identification ID is a bank code assigned by a central bank to all licensed banks in a particular country, which identifies which financial institution the funds are drawn upon. This is a requirement for all funds transfers. Please contact your bank (transfer department) to ask for the requisite bank identification (ID) information.