

Vendor Information Sheet

This form should be completed by the vendor if the vendor:

- is not able to register/ manage their profile in the Supplier Portal (complete both Part 1 and Part 2) **or**;
- needs to update their bank account details (complete Part 2 only) **or**;
- wants to enable/ amend user accounts associated with their profile (complete Part 1 company details and contacts)

Part 1 – All vendors (both prospective and spend authorized)

Company details

These details should match the company registration (or translated version). Note that only Latin characters should be used here.

Company/ Individual name*	
Wave vendor number	
Company website	
Country of registration*	
Organisation type*	Choose an item.
Supplier type*	Choose an item.
Taxpayer ID/ Tax registration number*	
Copy of registration certificate attached? *	☐ Yes ☐ No

Additional information

If available, please provide the following additional information. Where applicable – please attach proof.

UNGM number		Is women owned?	☐ Yes ☐ No
UNPP number		Is disability inclusive?	☐ Yes ☐ No
PERN number		Committed to anti-racism?	☐ Yes ☐ No
		Agree to UN CoC?	☐ Yes ☐ No
		Signed IOM DoC attached?*	☐ Yes ☐ No

Contacts/ Portal users

Primary contact (administrative contact)*

First name*	
Last name*	
Email address*	
Job title	
Mobile phone (incl. country prefix)	
Office phone (incl. country prefix)	
Needs user account to supplier portal?*	☐ Yes ☐ No
Role – manage invoices & payments	☐ Yes ☐ No
Role – respond to solicitations	☐ Yes ☐ No
Role – manage POs/ shipments/ etc.	☐ Yes ☐ No

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Role – manage contracts	☐ Yes ☐ No
Role – manage profile incl. user accounts	☐ Yes ☐ No

Additional contact/ portal users (optional)

First name*	
Last name*	
Email address*	
Job title	
Mobile phone (incl. country prefix)	
Office phone (incl. country prefix)	
Needs user account to supplier portal?*	☐ Yes ☐ No
Role – manage invoices & payments	☐ Yes ☐ No
Role – respond to solicitations	☐ Yes ☐ No
Role – manage POs/ shipments/ etc.	☐ Yes ☐ No
Role – manage contracts	☐ Yes ☐ No
Role – manage profile incl. user accounts	☐ Yes ☐ No

Primary address

This will be used for POs, payments, bids.

Country*	
Care of	
Street & house number*	
2 nd address line	
Postal code	
City*	
Region	

Countries supplied to

Indicate which countries you are able to ship to/ provide services in. If you are able to supply globally then select "Global"

Country 1*	
Country 2	
Country 3	
Country 4	
Or; Global	☐ Yes ☐ No

Products and services

You must check at **least one category** – indicate as many categories as your company provides

Description	Check
UNSPSC 53xxxxxx Apparel and Luggage and Personal Care Products	☐
UNSPSC 22xxxxxx Building and Construction Machinery and Accessories	☐
UNSPSC 72xxxxxx Building and Facility Construction and Maintenance Services	☐
UNSPSC 12xxxxxx Chemicals Including Bio Chemicals and Gas Materials	☐
UNSPSC 47xxxxxx Cleaning Equipment and Supplies	☐
UNSPSC 25xxxxxx Commercial and Military and Private Vehicles and Their Accessories and Components	☐
UNSPSC 46xxxxxx Defense and Law Enforcement and Security and Safety Equipment and Supplies	☐
UNSPSC 40xxxxxx Distribution and Conditioning Systems and Equipment and Components	☐
UNSPSC 52xxxxxx Domestic Appliances and Supplies and Consumer Electronic Products	☐
UNSPSC 51xxxxxx Drugs and Pharmaceutical Products	☐
UNSPSC 82xxxxxx Editorial and Design and Graphic and Fine Art Services	☐
UNSPSC 86xxxxxx Education and Training Services	☐
UNSPSC 39xxxxxx Electrical Systems and Lighting and Components and Accessories and Supplies	☐
UNSPSC 32xxxxxx Electronic Components and Supplies	☐
UNSPSC 81xxxxxx Engineering and Research and Technology Based Services	☐
UNSPSC 77xxxxxx Environmental Services	☐
UNSPSC 70xxxxxx Farming and Fishing and Forestry and Wildlife Contracting Services	☐
UNSPSC 21xxxxxx Farming and Fishing and Forestry and Wildlife Machinery and Accessories	☐
UNSPSC 84xxxxxx Financial and Insurance Services	☐
UNSPSC 64xxxxxx Financial Instruments, Products, Contracts and Agreements	☐
UNSPSC 50xxxxxx Food Beverage and Tobacco Products	☐
UNSPSC 15xxxxxx Fuels and Fuel Additives and Lubricants and Anti Corrosive Materials	☐
UNSPSC 56xxxxxx Furniture and Furnishings	☐
UNSPSC 85xxxxxx Healthcare Services	☐
UNSPSC 93131802 Implementing Partner (IP) Preparedness and Response Services	☐
UNSPSC 76xxxxxx Industrial Cleaning Services	☐
UNSPSC 23xxxxxx Industrial Manufacturing and Processing Machinery and Accessories	☐
UNSPSC 73xxxxxx Industrial Production and Manufacturing Services	☐
UNSPSC 43xxxxxx Information Technology Broadcasting and Telecommunications	☐
UNSPSC 41xxxxxx Laboratory and Measuring and Observing and Testing Equipment	☐
UNSPSC 95xxxxxx Land and Buildings and Structures and Thoroughfares	☐
UNSPSC 10xxxxxx Live Plant and Animal Material and Accessories and Supplies	☐

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Description	Check
UNSPSC 80xxxxxx Management & Business Professionals & Legal & Administrative Services	☐
UNSPSC 31xxxxxx Manufacturing Components and Supplies	☐
UNSPSC 24xxxxxx Material Handling and Conditioning and Storage Machinery and Their Accessories and Supplies	☐
UNSPSC 42xxxxxx Medical Equipment & Accessories & Supplies	☐
UNSPSC 11xxxxxx Mineral and Textile and Inedible Plant and Animal Materials	☐
UNSPSC 20xxxxxx Mining and Well Drilling Machinery and Accessories	☐
UNSPSC 60xxxxxx Musical, Games, Toys, Arts & Crafts and Education Supplies	☐
UNSPSC 92xxxxxx National Defense and Public Order and Security and Safety Services	☐
UNSPSC 44xxxxxx Office Equipment and Accessories and Supplies	☐
UNSPSC 14xxxxxx Paper Materials and Products	☐
UNSPSC 781115xx Passenger Air Transportation	☐
UNSPSC 91xxxxxx Personal and Domestic Services	☐
UNSPSC 93xxxxxx Politics and Civic Affairs Services	☐
UNSPSC 26xxxxxx Power Generation and Distribution Machinery and Accessories	☐
UNSPSC 45xxxxxx Printing and Photographic and Audio and Visual Equipment and Supplies	☐
UNSPSC 83xxxxxx Public Utilities and Public Sector Related Services	☐
UNSPSC 55xxxxxx Published Products	☐
UNSPSC 13xxxxxx Resins and Rosins	☐
UNSPSC 48xxxxxx Service Industry Machinery and Equipment and Supplies	☐
UNSPSC 49xxxxxx Sports and Recreational Equipment and Supplies and Accessories	☐
UNSPSC 30xxxxxx Structures and Building and Construction and Manufacturing Components and Supplies	☐
UNSPSC 27xxxxxx Tools and General Machinery	☐
UNSPSC 78xxxxxx Transportation and Storage and Mail Services	☐
UNSPSC 90xxxxxx Travel, Food, Lodging, Event and Entertainment Services	☐

Part 2 – Bank details Spend authorized vendors (required to be promoted to spend authorized)

Company details

Company/ Individual name*	
Wave vendor number	

Payment method

Bank transfer	☐ Yes ☐ No
Cheque	☐ Yes ☐ No
Cash	☐ Yes ☐ No
Other	
Justification (if not bank transfer)*	

Bank account details

Account name*	
Account number*	
IBAN Number	
Swift Code/BIC	
Branch Number (if any)	
Clearing Number	
ABA No. for ACH (U.S.A.)	
Bank name*	
Branch name*	
Branch address – line 1*	
Branch address – line 2	
Branch address – Postal code*	
Branch address – City*	
Country*	
Copy of bank certificate attached?*	☐ Yes ☐ No

Note – if you are updating your existing bank details – you must submit a copy of your old bank certificate together with your new bank certificate

Authorised by

Name*	
Position*	
Signature*	
Date*	Click or tap to enter a date.
Stamp	

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