

Enter Vendor Numbers for an existing vendor change request.	
Main Vendor (VN) #: _____	Invoicing Party (PI) #: _____

Request Reason - select one

<input type="checkbox"/> New Vendor - Original Setup	<input type="checkbox"/> Change Request ~ Modify Banking Details
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Payment Information

IMPORTANT NOTE:	Select one payment method below. Note your initial payments will be held until your banking details have been confirmed.
Payment Currency:	
<input type="checkbox"/> ACH - USA ONLY with 2% Discount 15 days, Net 90	
<input type="checkbox"/> WIRE TRANSFER - NON-USA ONLY with 2% Discount 15 Days, Net 90	

Name Information

IMPORTANT NOTE:	Current W-9 (USA) or W-8 (NON-USA) tax certificate copy is required with this request and enter names below ONLY as shown.
Formal Business Name:	
DBA Name (Doing Business As):	

Bank Details - complete all lines below required by your country

Beneficiary Name: (Only when different than Vendor Name)	
Bank Name:	
Bank City:	
Bank Country Name: (When different than Vendor's Country)	
Bank Key (US Routing/ABA Number):	
Swift Code/BIC:	
IBAN:	
CLABE - 18 Characters:	
Bank Account Number:	

Required Payments Contact Details

Contact Name:			
Contact Name Business Title:			
Contact Phone Number:		Extension:	
Payment Notification Email:			

Required Validation Representative Signature

IMPORTANT NOTE:	Your initial payments will be held until your banking details have been confirmed to Generac by the individual that has signed below.		
Signature:			
Business Title:		Print Name:	
Phone Number:		Extension:	
Email Address:		Date:	

Below this line is for Generac personnel ONLY

Required Generac Signature

Department	Signature	Print Name	Date
Vendor Request Initiator:			

Banking Information Verification

Department	Signature	Print Name	Date
Corporate Master Data Representative:			
Communication Method:	<input type="checkbox"/> Phone		<input type="checkbox"/> Email (copy attached)
Comments (when applicable):			