



# VENDOR REQUEST FORM – U.S.

MUST BE COMPLETED ELECTRONICALLY

## VENDOR INFORMATION *(Vendor – complete pages 1 and 2)*

MAILING ADDRESS		REMITTANCE ADDRESS		SAME <i>(as mailing)</i>	DIFFERENT <i>(complete below)</i>
Legal Name:		Legal Name:			
Business Name: <i>(Doing Business As)</i>		Business Name: <i>(Doing Business As)</i>			
Address 1:		Address 1:			
Address 2:		Address 2:			
City:		City:			
State:		State:			
Zip Code:		Zip Code:			

### CONTACT INFORMATION (FOR PURCHASE ORDER DISTRIBUTION - MANDATORY)

Name:		Title:	
Phone:		Fax:	
		Email:	

### ADDITIONAL VENDOR CONTACTS

Name:		Title:	
Phone:		Fax:	
		Email:	
Name:		Title:	
Phone:		Fax:	
		Email:	

### Part I Taxpayer Identification Number (TIN) / Employer Identification Number (EIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. However, for a resident alien, sole proprietor, or disregarded entity, see the part 1 instructions of a standard W9 form. For other entities, it is your employer identification number (EIN).	<b>EIN Number/TIN Number</b>
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### Part II Certification

Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person. <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide you correct TIN.	<div style="text-align: center; background-color: #f2f2f2; padding: 2px;"><b>NAICS/SIC Code</b></div> <p style="text-align: center; color: blue; font-size: small;"><a href="#">CLICK HERE</a> for link to NAICS/SIC Code</p>
	<b>D&amp;B DUNS NUMBER</b>

Tax Status Classification	LLC Tax Classification	Invoice Currency	U.S. Vendors Only	Billing Information
Individual/Sole Proprietor C Corporation S Corporation Partnership Trust/Estate Limited Liability Company Other	C = C Corporation S = S Corporation P = Partnership	U.S. Dollars Canadian Dollars Other	Are you subject to 1099 reporting?  Yes No	<b>INVOICE ONLY</b>

Type of Business/Protected Class	Billing Information
Minority Business Enterprise (MBE) Women Business Enterprise (WBE) Disabled Business Enterprise (DBE) Small Disadvantaged Business (SDB) Veteran Business Enterprise (VBE) Lesbian, Gay, Bisexual, Transgender (LGBT) Service Disabled Veteran Business Enterprise (SDVBE) None of the Above	<b>PHONE:</b> 1-866-688-0988 (Option 3) <b>AP SUPPORT:</b> <a href="mailto:us.apsupport@veolia.com">us.apsupport@veolia.com</a>  <b>SUBMIT INVOICES:</b> <a href="mailto:us.apinvoices@veolia.com">us.apinvoices@veolia.com</a>
<i>(Please select Type of Business and attach appropriate certification. Certification is REQUIRED in order to be recognized as protected class in the Veolia vendor database.)</i>	<i>Invoices <b>must</b> include the Site ID and/or PO Number for processing. If you do not have this information, please contact the Veolia Requester prior to submitting your invoice.</i>

**Payment Terms** *(Veolia North America standard payment terms are 2% 15 Net 60)*

2% 15 Net 60	<b>VEOLIA STANDARD TERMS:</b> 2% discount taken if undisputed invoiced amount paid at 15 days from a valid invoice date or undisputed invoiced amount paid at 60 days from a valid invoice date after receipt of a correct invoice which references the Company's Order number
Net 60	Undisputed invoice balance paid at 60 days from a valid invoice date
Per Contract Terms	Must attach a duly executed contract by both parties with the agreed upon payment terms of

**PLEASE NOTE:** Veolia offers a 20-day payment option through the JP Morgan SUA Program. Contact Procurement at [procurement@veolia.com](mailto:procurement@veolia.com) for more information.

**PAYMENT INFORMATION**

ACH/EFT is the only payment method currently being offered by Veolia North America as we are a sustainable environmental company.

Payment by check is only available for political/charitable contributions or legal settlements.

Direct Deposit (ACH/EFT)  
*(may also attach banking information on vendor letterhead)*

Full Bank Name:	
Branch Name:	
Bank Account Number:	
Bank Routing Number:	
Phone Number:	
Email Address: <i>(For Remittance Advice Payment Notifications – MANDATORY)</i>	

**RELATED PARTY DISCLOSURE**

Are you aware of any related party relationship between: No Yes

a) You and/or your company; and

b) Veolia, Veolia management team or any Veolia employee

A "related party" shall mean: spouse, domestic partner (including their children and their dependents), children, parents, brothers, sisters, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, step-parents, step-children, or legal guardian. A related party relationship may also include any association or connection that could give influence or control over the other party.

**VENDOR APPROVAL**

<b>Vendor Signature</b>	<b>Date</b>
<b>Printed Name</b>	<b>Title</b>
<i>Signature by Vendor acknowledges:</i> 1) information provided above is complete and accurate and, 2) acceptance of Veolia North America's standard <a href="#">terms and conditions</a> and the selected payment terms above, unless Vendor has entered into an agreement with Veolia, in which case the terms of the agreement shall govern.	



**VENDOR:**  
Return signed, electronically-completed form to Veolia Requester along with W-9 and any supporting documentation

**VEOLIA INTERNAL USE ONLY** (Veolia Requester – complete page 3, indicate type of request and system(s) to be added to)

<b>TYPE OF REQUEST:</b>		<b>ADD TO:</b> (check all systems that apply)			
<b>NEW</b>	<b>CHANGE – Vendor #</b>	<b>COUPA</b>	<b>WAM</b>	<b>MAXIMO</b>	<b>RGS-RP1</b>

**MILWAUKEE ONLY**

<b>M7 &amp; SSA</b>	<b>WI Vendor</b>	<b>Commodity Code:</b>	
<b>SSA Only</b>	<b>Non-WI Vendor</b>	<b>New</b>	<b>Existing</b>

**RELATED PARTY DISCLOSURE (MANDATORY)**

Are you aware of any "related party" relationship between (a) Veolia, Veolia management team or any Veolia employee (including yourself) and (b) the proposed new vendor? A "related party" shall mean: spouse, domestic partner (including their children and their dependents), children, parents, brothers, sisters, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, step-parents, step-children, or legal guardian. A related party relationship may also include any association or connection that could give influence or control over the other party.

Please describe why we are using this vendor (i.e., services, sole source, etc.):

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YES	If a related party relationship exists, please describe the relationship. You must also complete the Related Party Disclosure Form.
NO	There is NO known related party relationship between vendor and Veolia.

<b>Veolia Requester Signature</b>	<b>Date</b>
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**NEW VENDOR DESCRIPTION (MANDATORY)**

What are the goods/services the vendor is providing? This is a **MANDATORY** field. The form will be rejected and closed if this section is not completed.

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**VENDOR PURCHASING CLASSIFICATION (only select one)**

[CLICK HERE](#) for link to Purchasing Classifications (available on Procurement homepage on One to One intranet)

Category 1: Operating Supplies, Materials & Equipment	
Category 2: Industrial, Technical & Service Contracting	
Category 3: Mobile Equipment and Motorized Equipment	
Category 4: Energy, Chemical Materials and Products	
Category 5: Intellectual Services	
Category 6: General Purchasing	
Category 7: IT and Telecommunications	
Category 8: Real Estate	
Category 9: Royalties, Taxes, Patents	

**VEOLIA REQUESTER APPROVAL**

<b>Veolia Requester Signature</b>	<b>Date</b>
<b>Requester E-mail Address</b>	<b>Requester Phone Number</b>



**VEOLIA REQUESTER:**  
**RETURN SIGNED, ELECTRONICALLY-COMPLETED FORM TO**  
[PROCUREMENT@VEOLIA.COM](mailto:PROCUREMENT@VEOLIA.COM)  
 Vendor must return their electronically-completed form, including W-9, to Veolia Requester for processing.  
 Two signatures – Vendor and Veolia Requester - are **REQUIRED** to process the new vendor request.



**QUESTIONS: Call Procurement at 1-866-688-0988 (Option 2)**

**Please make sure to include the following:**

- Vendor W-9 Tax Form (required for all new vendors)
- ACH/EFT Banking Information
- Approved Request Form for Contributions & Sponsorships (Political/Non-Political)
- Competitive Bid Summary (2 if over \$10K / if over \$25K, you must engage a Purchasing Agent)