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| **SECTION 1 (For Internal Use only) UN INFORMATION** |
| **Requesting Person:** | **Date:**       | **Atlas Vendor No:** |
| First Name / Last Name/Extension      | **UN Index No:** |
| Vendor Type: [ ] STAFF MEMBER [ ] RETIREE [ ] UNV [ ] SC [ ] FAMILY BENEFICIARY [ ] SSA/iC/RLA [ ] MEETING PARTICIPANT [ ] FELLOW [ ] PARTNER-GOV [ ]  PARTNER-IGO/NGO [ ] PARTNER-GRANT [ ] SUPPLIER-IND [ ] SUPPLIER-COM [ ] SUPPLIER-NGO/IGO [ ] SUPPLIER-UNIV [ ] UN AG [ ]  DONOR |
| add vendor’s travel profile in T&E module : [ ]  yes [ ]  no  |
| eXPORT TO Ultramar [ ]  yes (if ticket will be purchased from H.Q travel Agency) [ ]  no  |

**Complete either Section 2 or Section 3 (not both)**

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| SECTION 2 PERSON INFORMATION (For Individuals only) |
| Last Name First Name Middle Name                   |
| Nationality      | Sex: Male [ ]  Female[x]  |
| Address      |
| City, State/Province/County Postal Code (ZIP) Country                         |
| E-mail Address  | Telephone Number | Passport/National Identification Number (as applicable): |

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| SECTION 3 SUPPLIER INFORMATION (For Companies only) |
| Company Name:        | Parent Company Name (if applicable)       | Web Site URL: (if applicable)      |
|  Street Address        |
| City State/Province/County Postal Code                  |  Country |
| **Contact Person (MAIN ADDRESS)** | **Telephone** | **Fax**  | **E-mail Address**  |
| Name: Title:       |       |       |       |

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| **SECTION 4 BENEFICIARY BANKING INFORMATION**  |
| Bank Name       |
| Bank ID: | Default accountYES [ ]  NO [ ]   | **For US banks only use whether: (9 digits)**ACH [ ]  [ ]  Fed wire  | **SWIFT code 8 or 11 characters (required for overboard payments)** |
| Branch ID: (**for Canadian Banks only**) 9 digits routing no.  | Branch Name:  |
| Street Address:  |
| City State/Province Postal Code Country                        |
| **SECTION 5 BENEFICIARY BANK ACCOUNT DETAILS** |
| Account Name: (name as it appears on bank account) | Bank Account Currency [ ]  US$ [x]  Other (PLEASE INDICATE) \_\_\_ |
| Bank Account No. :  | Account Type: [x]  Checking [ ]  Savings |
| IBAN (European Banks)\_Boxes for max number of digits |
| Transit Code ( 5 digit ) Canadian Banks | Sort Code (6 digits ) UK Banks | BSB code (6 digit) Australia Banks |
| **Bank Information for Intermediary/Correspondent Bank ( if applicable)** |
| Name of Bank :  | Address of Bank :  |
| Bank Account No (of beneficiary bank with intermediary bank)  | SWIFT Code:  | **Fed wire No. ( US banks only)** |

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| **SECTION 6 TRAVEL AND EXPENSES PROFILE UPDATE (as per passport)** |
| Note - Kindly fill up this section only if the vendor’s travel profile needs to be updated in T&E module.  |  |
| SetID | Vendor BU |  |
| First Name (As in Passport): | Last Name (As in Passport): | Note: Leave blank if the information is available in passport or ID card copy. |
| Date of Birth | Place of Birth |

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in my capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize the agency to direct**

**payments for goods and services to the above account. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**