|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VENDOR MASTER DATA CREATION/CHANGE REQUEST FORM** | | | | | | | | | | | | | | | | |
| *This form is for general vendors only. For Air-Line vendors use Air-Ticket vendor information sheet* | | | | | | | | | | | | | | | | |
| ***Vendor No:*** | | | | | | | | | | | | | | | |  |
| **NAME** | | | | | | | | | | | | | | | | |
| Title | | | Company | | | Organization | | | | | Individual | | | | Other | |
| Vendor Name: | | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | | | | | | | | |
| Purpose of vendor: | | | Goods/supplies/ material/ tools/ equipment *[INDUSTRY:0002]* | | | | | | | | | | | | | |
| (Industry code) | | | Services/maintenance/transport/security/construction *[INDUSTRY:0003]* | | | | | | | | | | | | | |
|  | | | Consultants and experts non-IOM staff *[INDUSTRY:0005]* | | | | | | | | | | | | | |
|  | | | Implementing Partners, UN/NON-UN agencies, Int./Nat. CSOs, Govts*.[0006]* | | | | | | | | | | | | | |
| *Corresponding reconciling Account: 0002>200200, 0003>200300, 0005>200400, 0006>200500* | | | | | | | | | | | | | | | | |
| **ADDRESS** | | | | | | | | | | | | | | | | |
| Street Name: | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | | House No: | | | | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | |
| Postal/ZIP code\*: | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | | City/Region: | | | | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | |
| Country: | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | | | | | | | | | |
| ***\*Compulsory -if omitted form will be returned (see overleaf for details)*** | | | | | | | | | | | | | | | | |
| **CONTACT INFORMATION** | | | | | | | | | | | | | | | | |
| Telephone No #: | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | Contact : | | | | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | |
| Fax No: | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | Website: | | | | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | |
| Email address #: | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | | | | | | | | | |
| ***# One field is compulsory, - enter both where possible (see overleaf for details)*** | | | | | | | | | | | | | | | | |
| **PAYMENT DETAILS** | | | | | | | | | | | | | | | | |
| Payment method: | | | | Transfer>> | |  | | | | Cheque>> | | | |  | | |
| Payment Currency \*: | | | | Local | | **USD** | | | | **CHF** | | | | **Other** | | |
| Terms of payment: | | | | 30 15  7 days | | | | | | Specify | | | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | |
| ***\*Compulsory – if omitted form will be returned (see overleaf for details)*** | | | | | | | | | | | | | | | | |
| **BANK DETAILS** | | | | | | | | | | | | | | | | |
| Bank Name: | | | | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | |  | | | | |
| Bldg/ Street: | | | | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | | City:<\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | |
| Account holder name: | | | | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | | Post/ZIP code:<\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | |
| Account Number: | | | | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | | Country:<\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | |
| SWIFT/Routing\*: | | | | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | |  | | | | |
| IBAN Number\*: | | | | | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | |  | | | | |
| ***\*Compulsory – if omitted form will be returned (see overleaf for details)*** | | | | | | | | | | | | | | | | |
| COORDINATION/ PREPARATION | | | | | | | | | | | | | | | | |
| Requested by: | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | Signature: | | | | |  | | | | |
| Certify that vendor is not in UN CTC 1267 List | | | | | | | Signature: | | | | |  | | | | |
| Approved by: | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | Signature: | | | | |  | | | | |
| RMO | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | Signature: | | | | |  | | | | |
| SRMO | <\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> | | | | | | Signature: | | | | |  | | | | |

*For audit/ verification purpose a copy of the Proforma-invoice or correspondence must be attached.*

*Enclose copy of company license, code of conduct, vendor information sheet for companies and organizations, and ID card/Passport and CV for individuals*

**Useful information for completing VCF** (even for one-time vendors all rules apply)

*Name section*

*When use for individuals like consultants please do include the title (Ms, Mr & Miss) in the “vendor name” line.*

*Purpose of vendor (industry code): Please select the appropriate category/ nature of the vendor which enables to select the correct* ***industry****. If you are not sure please do not hesitate to contact ACO or your focal point.*

*Address*

*All the fields should be present most* ***importantly*** *the* ***ZIP/Postal code****. This is an* ***obligatory field*** *and VCF will be* ***returned*** *with no correct ZIP/Postal code.*

*Contact Information*

*PRIZM automatically sends message to the email attached to vendor upon payments – so it is important to have a valid email address. Phone number also should be included where possible.*

*Where possible all other fields should also be completed.*

*Payment Details*

***Payment currency*** *of the vendor* ***MUST be*** *clearly* ***marked*** *in order to avoid additional bank charges and/or delay in payments. Please check the box other and write the applicable currency.*

*Negotiations may lead to favorable terms opposed to what is indicated in the invoice hence Indicate payment terms clearly. Check the specify box and add notes space next to it.*

*Bank Details*

*Account holder name must be clearly indicated as in some cases vendor name may vary from the “account holder name”.*

***SWIFT*** *code must be present for* ***all bank accounts***

***IBAN*** *must be accompanied with SWIFT for all* ***European banks****.*

***Routing*** *number must be present for all* ***US banks****.*

*Please contact TSY or ACO if you have any doubt.*

*Coordination/Preparation*

*Special attention should be placed to check all names against the list produced by the UN in accordance with United Nations Security Council Resolution 1267.*

*Only duly coordinated VCF are entered into PRISM hence please do coordinate with requested parties.*

*Attachments:*

*Companies/ Suppliers: Where applicable proforma invoice and related correspondence regarding banking details should be attached.*

*Individuals: Copy of the Contract signed with IOM together with any correspondence to verify banking details should be attached.*