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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 [x]  SUPPLIER-COM [ ]  SUPPLIER-NGO/IGO [ ]  SUPPLIER-UNIV [ ]  UN AG [ ]  DONOR |
| add vendor’s travel profile in T&E module : [ ]  yes [x]  no  |
| eXPORT TO Ultramar [ ]  yes (if ticket will be purchased from H.Q travel Agency) [x]  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[ ]  |
| 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$ [ ]  Other (PLEASE INDICATE) : **XOF** |
| Bank Account No.: | Account Type: [ ]  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:**