

Global Vendor Create Form

SECTION 1: INTERNAL DETAILS											
Date of Request	Requested By	Contact Email	Include in Coupa?								
Company Code/Entity	Purchasing Org.	Account Group	Vendor Type								
Estimated Annual Spend	Reconciliation Account										
What MSA are you operating under?	Do you have a Confidential Disclosure Agreement (CDA)?	Do you have a Statement of Work (SOW)?	If you have (CRC) Ticket, please provide.								
SECTION 2: VENDOR DETAILS											
Legal Identification Type	ID Number	Entity Code	W/H Tax Code	Language	Industry Type						
Vendor Legal Name		Will Vendor be used for New Product Launch (NPI)									
Full Address		Description of Services									
City	State/Region										
Country	Postal Code										
Department/Additional Address		If licensed, provide license (Non-Medical)									
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Medical Vendor Type</td> <td style="width: 30%;">Medical ID (NPI, SLN, HIN)</td> <td style="width: 40%;">Profession</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>				Medical Vendor Type	Medical ID (NPI, SLN, HIN)	Profession			
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Incoterms	Incoterms 2										
SECTION 3: VENDOR CONTACT DETAILS											
Contact Name	Contact Phone	Contact Email									
Receivable Name	Receivable Phone	Receivable Email									
Purchasing Name	Purchasing Phone	Purchasing Email									
Quality Name	Quality Phone	Quality Email									
SECTION 4: VENDOR BANKING DETAILS											
Payment Method	Payment Terms	Currency									
SECTION 5: ATTACHMENTS/ SIGNATURES											
Provide Mandatory Attachments Legal Credential Attachment (w8/w9, pan card, medical cert etc.) SOW - if applicable CDA - if applicable Vendor Banking Form- Mandatory Any Others (e.g. company profile)											

SECTION 6: PURCHASING REVIEW/APPROVALS

Date Verified	Purchasing Contact	Purchasing Email
Denied Party Screen Check Completed	Quality Assessment Required?	Vendor Banking Details confirmed?
Technology Vendor Risk Management Required?	Supplier Diversity Review	Purchasing Comments:
Approval Requirements: Global Procurement Quality Assurance		



SECTION 7: GLOBAL PROCUREMENT REVIEW/APPROVALS

Date Approved	Global Procurement Contact	Global Procurement Email
SOW Status	MSA Status	CDA Status
Vendor Classification	Approval	Comments

SECTION 8 : QUALITY REVIEW/APPROVALS

Date Approved	Quality Contact	Quality Email
Supplier Risk Classification	QMS Impacting?	OACA Evaluation Method
Approval	Comments	