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| Picture |  **APACHE EGYPT** **Vendor Data Form** |
|  |
| **\* Denotes Required Information****\*\* Denotes Optional**  | **DATE:** | 5/29/2022 |
|  |
| **Apache Information** |  |
| **Requestor's Name** |   | **Phone #** |   |
| **Department Name** |   | **Department #** |   |
| **Request Type** | Choose a Request Type |  |   |
| **Change Reason** | Choose a Request Type | **Existing Vendor #** *(if applicable)* |   |

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| **Vendor Information**  |
| **Vendor Name and Tax ID \*** |
| **Legal Name** |  |
| **Legal Name 2** |   |
| **Tax ID Type** |  Choose Tax ID type | **Tax Card #** |    |
| **Withholding Tax Type** |  | **Social Insurance Number** |  |
| **VAT Status** |  | **Validity of Tax Registration** |  |
| **Vendor Physical Address \*** |
| **Street #** |  | **Street Name** |  |
| **Suite / Apt. #**  *(if applicable)* |  | **Floor** *(if applicable)* |    |
| **City** |    | **Building #** *(if applicable)* |  |
| **State** |    | **Country** |    |
| **Vendor Remittance Address**  *(where check will be mailed if different than physical address \*)* |
| **P.O. Box** |    | **Drawer / Station** |    |
| **Street #** |    | **Street Name** |    |
| **Suite / Apt. #** *(if applicable)* |    | **Floor** *(if applicable)* |    |
| **City** |    | **Building #** *(if applicable)* |    |
| **State** |    | **Country** |    |
| **Vendor Wire Payment Instructions**  |
| **Bank Country** |  | **Routing number OR****SWIFT Code** |  |
| **Bank Account Number** |    | **Account Holder**  |   |
| **Vendor Contact**  |
| **Name** |    | **Email\*** *(Required)* |    |
| **Department** |  | **Position** |    |
| **Phone #** |   | **Mobile #** *(if applicable)* |    |
| **Vendor Approval/ Rejection (Business Approver- Department Heads) \*** |
| **Approve** | Choose an item. | **Reject** | Choose an item. |
| **Printed Name** |    | **Printed Name** |    |
| **Signature** |    | **Signature** |    |
| **Department** |  | **Department** |  |
| **Position** |  | **Position** |  |
| **Vendor Approval / Rejection (Business Approver- 2nd signature from Department Head) \*\* If required** |
| **Approve** | Choose an item. | **Reject** | Choose an item. |
| **Printed Name** |    | **Printed Name** |  |
| **Signature** |    | **Signature** |  |
| **Department** |  | **Department** |  |
| **Position** |  | **Position** |    |
| **Vendor Approval / Rejection (Supply Chain) \*** |
| **Approve** | Choose an item. | **Reject** | Choose an item. |
| **Printed Name** |    | **Printed Name** |  |
| **Signature** |    | **Signature** |  |
| **Department** | Supply Chain | **Department** |  |
| **Position** |  | **Position** |    |
| **Additional Bank Information** |  |  |    |
| **Vendor Approval / Rejection (2nd Level Supply Chain) \*\* If required** |
| **Approve** | Choose an item. | **Reject** | Choose an item. |
| **Printed Name** |    | **Printed Name** |  |
| **Signature** |    | **Signature** |  |
| **Department** | Supply Chain | **Department** |  |
| **Position** |  | **Position** |    |
| **Additional Bank Information** |  |  |    |
| **Vendor Approval / Rejection (Treasury for Wire) \*\* If required** |
| **Approve** | Choose an item. | **Reject** | Choose an item. |
| **Printed Name** |    | **Printed Name** |  |
| **Signature** |    | **Signature** |  |
| **Department** |  | **Department** |  |
| **Position** |  | **Position** |    |
| **Additional Bank Information** |  |  |    |
| **Master Data Team (Finance)**  |
| **Approve** | Choose an item. | **Reject** | Choose an item. |
| **Printed Name** |    | **Printed Name** |  |
| **Signature** |    | **Signature** |  |
| **Department** |  | **Department** |  |
| **Date- Created in SAP** |  |  |    |

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| **Comments** |
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**APACHE EGYPT REQUESTOR: COMPLETED VENDOR DATA FORM IS REQUIRED FOR ALL VENDOR REQUESTS. ANY REQUIRED INFORMATION MISSING FROM THIS FORM MAY CAUSE DELAY IN PROCESSING THE REQUEST.**

**APACHE EGYPT FINANACE (MASTER DATA TEAM) UPON COMPLETION, ATTACH THIS FORM TO THE VENDOR MASTER RECORD IN SAP.**