|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [Picture](http://intranet.apachecorp.com/Corporate/PublicAffairs/Apache%20Logos/Forms/AllItems.aspx?RootFolder=/Corporate/PublicAffairs/Apache%20Logos/For%20Print%20(PMS%20and%20CMYK)/Print%20(CMYK)&View=%7b08CEA414-07CD-4AA7-B419-B51EF891CC8C%7d) | **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** |
|  |

**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.**