



VENDOR REGISTRATION TEMPLATE

Annex: 028

All vendors interested in conducting business with Project HOPE-The People-to-People Health Foundation Inc, ("Project HOPE") must complete and return the Vendor Registration Template in order to be eligible as a Vendor.

Vendor Section / General Info

Vendor Name:	
Business Type:	
Country:	
Address:	
Contact Person:	
Phone Number:	
Email Address:	
Website:	

Payments and Banking Info

Vendor Payment Terms:	
Vendor Payment Reference:	
Payment Currency:	
Special Instructions:	

Account Holder (Beneficiary) Name:			
Account Holder (Beneficiary) Address:	Street Number	Street Name	Country
	City	State	Zip Code
Beneficiary Bank Name:			
Beneficiary Bank Address:	Street Number	Street Name	Country
	City	State	Zip Code
Bank Account Number			
ABA Number (US Bank Only - Bank Routing)	N/A		
ACH Number (US Bank Only - for ACH only)	N/A		
IBAN Number (International Bank Account Number)			
SWIFT Code (International (Non-US) Bank)			

Documents to be Provided by Vendor

Document	Note
Company Registration Certificate	
Tax Certificate/ID	
Company Owner ID/Passport	
Contact Person ID/Passport	
Others	

Documents to be Filled by Vendor - Provided by Project HOPE

Document	Note
W9	For US vendors
W8	For None - US vendors
Annex 30	Vendor Code of Conduct
Annex 26	Vendor Conflict of Interest Disclosure Template