



# Vendor /Person Profile Update

SECTION 1 (For Internal Use only)		UN INFORMATION	
Requesting Person:		Date:	Atlas Vendor No:
First Name / Last Name/Extension			UN Index No:
VENDOR TYPE: <input type="checkbox"/> STAFF <input type="checkbox"/> SSA <input type="checkbox"/> SERVICE CONTRACT <input type="checkbox"/> MEETING PARTICIPANT <input type="checkbox"/> NGO <input checked="" type="checkbox"/> SUPPLIER <input type="checkbox"/> OTHER			
VENDOR APPROVER SIGNATURE: _____		DATE: _____	

Complete either Section 2 or Section 3 (not both)

SECTION 2		PERSON INFORMATION (For Individuals only)	
Last Name		First Name	
Middle Name			
Nationality	ID Card number (Số Chứng Minh Thư) – for Vietnamese: Passport number – for International consultant:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address			
City,	State/Province/County	Postal Code (ZIP)	Country
E-mail Address	Telephone Number	Fax Number	

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
<b>Contact Person (MAIN ADDRESS)</b>		<b>Telephone</b>	<b>Fax</b>
Name:			
Title:			

SECTION 4		BENEFICIARY BANKING INFORMATION	
Bank Name			
Bank ID:	<u>For US banks only use whether:</u> (9 digits) ACH <input type="checkbox"/> Fed wire <input type="checkbox"/>	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 <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE)	
Bank Account No. :	(ENTER WITH NO PUNCTUATION,NO DOTS, DASHES OR SPACES)	Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
IBAN (European Banks)			
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)

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_, hereby authorize the agency to direct payments for goods and services to the above account. Signature: \_\_\_\_\_