

Generac Mexico Vendor Banking Information



Vendor number(s) and company code(s) will be entered by Generac personnel.			
Main Vendor (VN / PR) #: _____		Invoicing Party (PI / EF) #: _____	
Company Code(s):	<input type="checkbox"/> 2001 Generac México, S.A de CV	<input type="checkbox"/> 2004 Operadora Selmec, S.A. de CV	
	<input type="checkbox"/> 2005 Servicios Administrativos	<input type="checkbox"/> 2007 Generac Hidalgo S.A. de CV	
	<input type="checkbox"/> Other: _____		

Request Reason - select one and enter reason if change request

<input type="checkbox"/> New Vendor - Original Setup	<input type="checkbox"/> Change Request - Modify Banking Details
Change Request Reason:	

Payment & Currency Details - payment method is always Wire Transfer

<input type="checkbox"/> MXN PESO Currency
<input type="checkbox"/> All Other Currency - define here: _____

Vendor Name & Address Information

Formal Business Name:			
Alternate Name - when different than above:			
Street:			PO Box:
City:	State/Region:	Country:	District:
Current Tax Identification Copy Required:	RFC Certificate (MEX)	Foreign Tax Number (NON-MEX)	

Receiving & Intermediary Bank Details – enter information per your country

Bank Details Information	Receiving Bank Details	Intermediary Bank Details When currency is different than vendor's country
Beneficiary Name:		
Bank Name:		
Bank Key US Routing/ABA Number:		
Swift Code/BIC:		
IBAN:		
CLABE - 18 Characters:		
Bank Account Number:		

Receiving & Intermediary Bank Address Details

Bank Address Information	Receiving Bank Address	Intermediary Bank Address
Street:		
City:		
State/Region:		
District:		
Country:		

Required Payments Contact Details

Contact Name:			
Contact Name Business Title:			
Contact Phone Number:		Extension:	
Payment Notification Email:			

Required Validation Representative Signature

A phone call with the Validation Representative that signed above is required and vendor payments will be held until the verification call has been completed.

Signature:			
Business Title:	Print Name:		
Phone Number:		Extension:	
Email Address:		Date:	

Below this line is for Generac personnel ONLY

Required Generac Signature

Title	Signature	Print Name	Date
Vendor Request Initiator:			
Automatic Payment Account Key Details		Reference Details	
<input type="checkbox"/> 07	Always for CIE agreement	7 Digits: _____	
<input type="checkbox"/> 01	Always for Bancomer accounts (Bank Key = 012)	N/A	
<input type="checkbox"/> 40	Always for non-Bancomer accounts (Bank Key ≠ 012)	N/A	
Multiple Banks Account Key:	<input type="checkbox"/> 0001	<input type="checkbox"/> 0002	<input type="checkbox"/> 0003

Banking Information Verification Phone Call

Date:	Central Standard Time (CST):			<input type="checkbox"/> AM	<input type="checkbox"/> PM
Title	Signature	Print Name	Date		
Finance Representative:					
Verification Call Comments:					