

# Generac USA Production Vendor Change Request



## Vendor Details

Enter Vendor Numbers for an existing vendor change request:	Main Vendor (VN) #: _____	Invoicing Party (PI) #: _____
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## Name Information

<b>IMPORTANT NOTE:</b>	Current W-9 (USA) or W-8 (NON-USA) tax certificate copy is required with this request and enter names below <b>ONLY</b> as shown.
Formal Business Name:	_____
DBA Name (Doing Business As):	_____

## Facility Address Details

This address will be displayed on Generac purchase orders.			
Street Address: _____			
District / County: _____		City: _____	
Region / State: _____		Postal / Zip Code: _____	Country: _____
PO Box Number: _____	PO Box City: _____	PO Box Region / State: _____	PO Box Postal / Zip Code: _____

## Payment Address Details

This address is remit to information.			
Check one:	<input type="checkbox"/> Same as Facility Address	<input type="checkbox"/> Use information provided below	
Street Address: _____			
District / County: _____		City: _____	
Region / State: _____		Postal / Zip Code: _____	Country: _____
PO Box Number: _____	PO Box City: _____	PO Box Region / State: _____	PO Box Postal / Zip Code: _____

## Purchase Order Contact Information

Contact Name: _____	Contact Title: _____
Single Email to receive Purchase Orders: _____	
Telephone: _____	Extension: _____

## Payment Contact Information

Contact Name:	Contact Title:
Payment Notification Email Address:	
Telephone:	Extension:

## Payment Information

<b>IMPORTANT NOTE:</b>	Select one payment method below. Note your initial payments will be held until your banking details or credit card alignment has been confirmed.
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Payment Currency:	
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<input type="checkbox"/> CREDIT CARD - USA ONLY with Net 20 (merchant interchange fees apply)
For all CREDIT CARD payment methods, please complete the GRiD SAP Generac USA Vendor Credit Card Registration Form per the enrollment details at <a href="http://www.generac.com/about-us/supplier-support">www.generac.com/about-us/supplier-support</a>

<input type="checkbox"/> ACH - USA ONLY with 2% Discount 15 Days, Net 90
<input type="checkbox"/> WIRE TRANSFER - NON-USA ONLY with 2% Discount 15 Days, Net 90
For all ACH or WIRE payment methods, please complete the GRiD SAP Generac USA Vendor Banking Information form at <a href="http://www.generac.com/about-us/supplier-support">www.generac.com/about-us/supplier-support</a> for your bank account.

## Invoice Remittance Information

Company Doing Business With:	Generac Power Systems, Inc.	
Preference is Email Send Invoices To:	USA Companies: <a href="mailto:apinvoices@generac.com">apinvoices@generac.com</a>	Non-USA Companies: <a href="mailto:invoice@generac.com">invoice@generac.com</a>
By Mail: (Only when email is not available)	Generac Power Systems, Inc. Attn: Accounts Payable	PO Box 295 Waukesha, WI 53187
Payment Inquiries:	<a href="mailto:askap@generac.com">askap@generac.com</a>	

This request will be declined if the below required signatures are missing or incomplete.

## Vendor Signature - REQUIRED

Title	Signature	Print Name	Date

## Generac Signatures - REQUIRED

Department	Signature	Print Name	Date
Vendor Request Initiator:			
Initiator's Supervisor:			