



## Supplier Master Data Form

Supplier details	
<b>Supplier Name*</b> SITA Supplier ID (be filled by SITA) Tax country Tax Registration Number* Taxpayer Id*	
Supplier Registered Address	
SITA Address ID (be filled by SITA) <b>Address Line 1: Street name and number*</b> Address Line 2 Address Line 3 Address Line 4 <b>City / Town / Locality*</b> Province / State / County / Borough* <b>ZIP / Postal Code*</b> <b>Country*</b>	
Supplier Delivery Contact (Account Manager for SITA)	
<b>Contact Name*</b> Contact Job Title / Department <b>Contact Phone Number*</b> <b>Contact Email Address*</b> <b>Email Address for sending PO*</b> Sending PO Email Address Explanation	
Payment Details & Contact	
<b>Payment Method*</b> Payment Terms* Factoring Account Receivable Contact Account Receivable Contact Phone Number <b>Remittance Email Address*</b> Remittance Email Address Explanation	<b>Bank Tranfer</b> 45 Days Net No
Bank Details (Please attach the proof you owned the bank account)	
<b>Payment Currency*</b> <b>Bank Country*</b> Bank Country Explanation Bank Name* <b>Bank BIC/SWIFT Code*</b> Bank Number* Bank Branch Name Bank Branch Number Sort Code / Transit number / ABA Code / Clearing number <b>Bank Account Number*</b> <b>IBAN Number*</b> Bank Account Holder Name* Bank Account Holder Name Explanation  Bank Postal Address*	
Confirmation	
To ensure payments can be remitted in a timely manner, please refer to SITA Supplier Guidelines (click on the link below to see them) and confirm that your company can comply with them. <a href="#">SITA Supplier Guidelines</a>	
<b>We acknowledge and will comply*</b>	