

Supplier Details



Call: 1-654-123-0987

Email: info@companyname.com

Location, City, State, zip code 0000

EXAMPLE OF SUPPLIER LETTERHEAD FOR ADD NEW BANKING

To: DOW Chemicals

Subject: New banking addition

To whom it may concern, please accept this as confirmation for addition of new banking details for
(Company Name)

- **Bank Name:**
- **Bank Account No:**
- **IBAN Details (For EMEAI Region):**
- **Routing/ABA No/sort code (For NAA Region):**
- **Bank key or (Branch Code & Bank Code) For APAC Region:**
- **IFSC Code (For Indian suppliers):**
- **Swift Code/BIC Code (International):**
- **Preferred payment transfer method:** ACH/Wire/Cheque/Virtual Card

Select the one which is
applicable as per region

Authorized Signature or stamp

***Important Notes

1. To add a new bank in a vendor code the document provided must have a clear description of the new banking and must be dated within 2 years of today's date
2. Letterhead must reflect the creditor (PI) and/or Central vendor (VN) address location that will be receiving the payment.
3. Document must be signed or stamped & document must be non-editable PDF copy.

