



Vendor Master Application/ Maintenance Form
供应商开户维护表

Company 公司名称

UBS

Location 地区

Applicant 申请人姓名

袁莉莎

Staff No. 员工号

Existing Vendor Number 供应商号

 New Vendor 新增供应商 Reactive Vendor 反禁用 Vendor Deactive Vendor 禁用供应商 Update Vendor

Department 所属部门

Ext / 分机号

Vendor Name: (English)				供应商名称: (中文)	沈欢欢				
Vendor Address: (English)				供应商地址: (中文)					
Tax No.(税务登记证号)	330425199004166427								
Vendor Finance Contact 供应商联系人		Tel. No. 电话:	15068875165	Fax No. 传真		Email			
Vendor General Contact 供应商联系人		Tel. No. 电话:		Fax No. 传真		Email			
Supplier Type 供应商类型 (请根据下拉菜单选项选择)	一级分类	制作	二级分类	创意	其他:				
Supplier Validity 供应商有效期	<input type="radio"/> 一次性供应商 <input type="radio"/> 长期合作供应商								
Payment Term 付款期限	<input type="radio"/> 30 days. 30天	<input checked="" type="radio"/> 60 days. 60天	<input type="radio"/> 90 days. 90天	<input type="radio"/> 其他, 请注明					
Vendor Type 供应商纳税类型	<input type="checkbox"/> 一般增值税纳税人		<input type="checkbox"/> 小规模增值税纳税人		<input type="checkbox"/> 营业税纳税人		<input type="checkbox"/> Others, Specify 其它, 註明		
Bank Account Information 供应商银行资料	Account Name 开户名称		沈欢欢						
	Account Number 银行帐号		6222031001012828112						
	Bank Name 开户银行		中国工商银行上海南汇周浦支行						
	SWIFT CODE 环球银行金融电讯网络协会 系统代码								
Supplier rung and verbally confirmed to have requested bank account details change 供应商已口头确认要求更改银行信息				日期					
Bank Address Matched Company Location 银行所在地与公司所在地匹配				<input type="checkbox"/> Yes	<input type="checkbox"/> No	If not has supplier confirmed the change 如供应商没有确认银行信息变更		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Checked and Confirmed by: 检查和确认人:				Agency:		Supplier			

Check List Supporting Document

Supplier setup form sent with incomplete backup documents will not be processed and sent back to the agency requestor.

Please refer to the following for the supporting documents required:

如提交的Supporting不足, 申请将被退回, 供应商新增必须提交以下文件:

Bank statement or Bank book

- 开户许可证或银行出具的帐号证明

Business registration,Organization code certificate, Tax registration certificate.(If "three certificates in one", please provide the new business license)

- 三证 (营业执照, 税务登记证, 组织机构代码证。如三证已合一, 提供合一后的营业执照)

(境外公司只需要提供Business Registration, 个人供应商需提供ID Copy)

Supplier Type MUST be fill in application when you sumbit the new vendor creation from

新增供应商必须填写供应商类型

New Supplier approved. I declare that as far as I know, no shareholder or director of the supplier has a relationship with any employee of the Publicis Groupe in Hong Kong. (If facts are to the contrary, please detail)

Applicant 申请人 Lisa 签名Signature	Department Head 部门主管 签名Signature	Finance Department 财务部门审核 签名Signature	Finance Department Head 财务负责人 签名Signature
姓名Name 日期Date	姓名Name 日期Date	姓名Name 日期Date	姓名Name 日期Date