**Vendor Creation/Change Request Form**

**供应商建立/修改申请表**

**Instructions:**

Please fill out all listed fields and return to the attention of your Goodyear contact by scan via email. All fields are **mandatory**. If you are responding ‘**Not Applicable or N/A**’, please specify the reason why it is not applicable to you. Some fields will include additional instructions to attach supporting documents. Please ensure to provide these supporting documents in addition to this form. The complete list of applicable supporting documents per country are available on the **List of Supporting Documents** section.

**说明：**

请填写表格中所有内容后将扫描件通过邮件发送给您在固特异的联系人。**所有栏均需填写**，如果有不适用的请填入N/A并注明理由。另外请提供所需文件，可在“每个区域所需文件列表”中查看到明细。

**Is this a request for new vendor registration to Goodyear system?** *(mark with “X” if applicable)*

*or*

**在固特异系统中新建供应商吗？***（是的话请标记“X”）或者*

**Is this a request to update your vendor master records to Goodyear system?** *(mark with “X” if applicable)*

**在现有记录上修改供应商信息吗？（*是的话请标记****X”）*

**Vendor details:** All fields are mandatory. *(Please provide proof of Company / Business Registration)*

**供应商明细*：***空白栏均需填写*（请提供营业执照）*

|  |  |
| --- | --- |
| Full Legal Company Name (English)  公司全称（英文） | **Goodyear Cover.jpg** |
| Full Legal Company Name (Local Characters)  公司全称（中文） |  |
| Trading Name / Doing Business As: (*Local Business Name if different from above*)  交易时使用名称（如果与上述名称不符的话） |  |
| Registration Number (*if applicable to your location*):  注册号（如果适用）  *(E.g. business registration number, license, GST Number, ABN and or other business requirements necessary to deliver goods or perform services)*  *（例如，公司注册号，许可证，商品服务税号，ABN或者其他在交货或提供服务所需的文件）* |  |
| Physical Company Address:  公司实体地址 |  |
| *Street Address / House Number*  *街道名称/门牌号码* |  |
| *City / Town / State*  *镇/市/省* |  |
| *Postal Code*  *邮编* |  |
| *Country*  *国家* |  |
| Language:  语言： |  |
| Phone number:  电话号码： |  |
| Fax number:  传真号码： |  |
| Main contact person name, phone and email:  主要联系人名称、电话号码和邮件地址 |  |
| E-mail address for Purchase Orders:  用于收取订单的邮件地址 |  |
| E-mail address for invoice follow-up:  财务联系使用邮件地址： |  |
| Holding Company *(as applicable to you)*:  控股公司（如果适用） |  |
| Nature of business:  企业性质（提供给固特异的产品/服务类型）  *(Types of services/product being provided to Goodyear)* |  |
| Goodyear standard payment terms:  固特异标准账期 | 90 days end of month by bank transfer  90天 |
| Other payment terms if validated by Procurement:  与采购部协商的其他账期 |  |
| Currency:  币种 |  |
| Bank Charge (Instruction Key)  银行手续费（指示码）（如果适用）  (*if applicable to your location*) |  |
| Inco Terms:  货物贸易方式 |  |
| Please indicate if you are registered for e-Invoicing | (Yes/No) |
| The method to issue Promissory Note (*Applicable for Japan*)  发行本票的方式（适用于日本） | (Yes/No/Not Applicable)  （是/否/不适用） |

**Vendor’s Bank details** *(If applicable, please provide proof of banking details)*

**对公银行账户明细***（如适用请提供证明文件）*

|  |  |
| --- | --- |
| Bank Country  银行所在国家 | **Goodyear Cover.jpg** |
| Bank Name  银行名称 |  |
| Branch Name  分行名称（如适用）  (*if applicable to your location*) |  |
| Bank Key / BSB / Bank Code / IFSC…  银行代码 |  |
| Account Key (01: Current, 02: Saving)  (*Applicable for Japan*)  账户代码（01支票账户,02 储蓄账户）  （适用于日本） |  |
| Bank Account Number  银行账号 |  |
| IBAN  国际银行账户号码 |  |
| SWIFT/BIC code:  银行识别码 |  |
| Account Holder Name  账户持有人姓名  （如与企业名称不同的话）  *(if different from Company Name)* |  |
| Reference details to appear on bank statement  显示在银行对账单上的参考信息 |  |

**Vendor’s Tax details** *(If applicable, please provide your VAT / Tax Registration Certificate)*

**税务明细***（如适用，请提供税务登记证）*

|  |  |
| --- | --- |
| VAT ID number  增值税税号（如适用）  (*if applicable to your location*) |  |
| Tax number/ Tax ID/State Tax Number  税号 |  |
| Permanent Account Number (PAN)  (*Applicable for India*)  永久账号（适用于印度）   * central Excise Registration Number * central Excise Range * central Excise Division * central Excise Collectorate |  |

**Additional Requirements for Supplier from Australia / New Zealand**

**澳大利亚/新西兰地区供应商需提供信息**

|  |  |
| --- | --- |
| Supplier Contact in Goodyear |  |
| Store Number |  |
| Location |  |

**…………………………………………………..**

**Vendor’s stamp and signature**

**签字 & 盖章（公章）**

**没有附加证明文件的供应商表格我们将不接受**

**List of Supporting Documents per Location**

**各国家/地区所需文件**

Failure to provide the required supporting documents may cause delay and or rejection of the request to set-up your vendor record on Goodyear vendor master system. Please be aware that completing this form does not qualify or guarantee your company as an approved Goodyear supplier, nor does it imply that your company has any type of procurement relationship with The Goodyear Tire & Rubber Company.

如果无法提供所需文件，那么可能导致贵司在固特异供应商系统建立记录延迟或被拒。请注意完成该表格并不表示贵司就是合格的固特异供应商，也不表示贵司与固特异有任何供应关系。

| **Location**  **国家/地区** | **Document 所需文件** |
| --- | --- |
| **Asia Pacific Region**  **亚太地区** | **General Requirements for all countries适用于所有国家/地区**   * Proof of banking details such as Original Cancelled Cheque, Bank Letter or Bank Statement * Proof of Company / Business Registration * VAT / Tax Registration Certificate * 银行账户明细证明：如开户许可证，银行证明信件，银行对账单 * 营业执照 * 税务登记证明   **Specific / Detailed Requirements per Country 国家/地区所需特定文件**   * Australia 澳大利亚 * ABN / GST Registration Number will be validated against Australia Business Register website * Documentations to support BSB / Bank account number such as (any of the following) a) Notification of account number on Company Letterhead b) copy of Bank Deposit Slip c) Copy of invoice statement – provided bank details are printed thereon. * India 印度 * PAN card copy duly signed stamped * GST certificate copy duly signed stamped * Original cancelled cheque – mandatory * RTGS /E-bank data form duly verified by the bank on company’s letter head. (FORMAT ATTACHED) * MSME certificate or Declaration on company’s letter head stating that entity does not fall under MSME (Medium, Small, Micro Enterprise Act)" * Indonesia 印度尼西亚 * Bank Statement * Local Business Permit (TDP, NPWP, PKP, SIUP, Certificate of Domicile) * Malaysia 马来西亚 * Bank Statement * Local Business Permit * Philippines 菲律宾 * Business Permit/License * Certificate of Registration BIR 2303 * Income Tax Return * Latest Financial Statement * SEC Registration & Articles of Incorporation/ Com Registration * Company Profile * Thailand 泰国 * Por 20 / Certificate of VAT registration * Vietnam 越南 * Bank Statement |

**Privacy Statement**

**保密声明**

The Goodyear Tire & Rubber Company and its affiliates (collectively, "Goodyear") respect individual privacy and value the confidence of our associates, customers, vendors and others with whom we do business. Goodyear strives to process Personally Identifiable Information (“PII,” as defined in Goodyear Global Privacy Policy) in a manner consistent with the laws of the countries in which we do business, and we pride ourselves on upholding the highest ethical standards in our business practices.

美国固特异轮胎橡胶有限公司（The Goodyear Tire & Rubber Company）及其下属机构（统称“固特异”）尊重个人隐私，并重视员工、客户、供应商及其他业务往来方的信任。固特异努力在符合业务往来方所在国家/地区的法律要求下处理个人可识别信息，并且我们以在业务实践中坚持最高道德标准为豪。

PII that you provide us with are used to register the vendor in Goodyear’s system and facilitate business cooperation. By providing PII, you acknowledge data collection and use practices described in our Goodyear Global Privacy Policy, which is available on our Corporate website under this link: <https://corporate.goodyear.com/en-US/terms-conditions-and-privacy-policy/global-privacy-policy.html>.

贵司提供的信息是用以在固特异系统中建立供应商记录。提供这些可识别信息表示您同意固特异全球隐私政策里描述的数据收集和使用。您可以通过该链接查看固特异全球隐私政策。