



DOC-01110
 Revision: 2
 Effective: 07/20/20

International Vendor Master Data Template

Completion of this form is required to establish your company as an authorized vendor of SAIC
 Typed forms are preferred

SECTION I: VENDOR INFORMATION

Vendor Status: (Select One)	New Vendor [a completed W-8BEN/W-8BEN-E must accompany this form] Update to Existing Vendor Information		
VENDOR PROFILE			
*Full Legal Name of Business :			
d.b.a. (if applicable):			
REMIT TO ADDRESS			
Street Address:		City:	
State/Postal Code:		Country:	
SALES ADDRESS SAME AS REMIT ADDRESS			
Street Address:		City:	
State/Postal Code:		Country:	
CONTACT INFORMATION			
Name:		Telephone No:	
Email Address:		Fax No.:	
If updating address, does this replace an existing address? If so, please indicate which address: _____			

SECTION II: PAYMENT INFORMATION
 **Letter From Bank (on bank letterhead) Validating All Banking Information MUST be Attached With This Form

AUTHORIZATION OF WIRE FUNDS TRANSFER: YES NO
BENEFICIARY BANKING INFORMATION (Identify the physical location of the bank that you use)

Name on Account:	Account Number/IBAN:	ABA/SWIFT/Bank Code:	
Bank Name:	Street Address:	City:	Country:

***INTERMEDIARY BANKING INFORMATION**

Intermediary Bank Name:	Street Address:	City:	Country:
Intermediary Account Number/IBAN:		ABA/SWIFT/Bank Code:	

***CORRESPONDING BANKING INFORMATION**

Corresponding Bank Name:	Street Address:	City:	Country:
Corresponding Account Number/IBAN:		ABA/SWIFT/Bank Code:	

** Intermediary/ Corresponding Bank may not apply*
**Name on the bank account should be the exact name as shown on your monthly bank statements. If the title on your bank account differs from your company name, you must provide a written explanation on your company letterhead that explains the relationship between the title on your bank account and your company name. Attach the letter to this form.)*



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VENDOR CODE OF CONDUCT CERTIFICATION

Did you receive a copy of our Supplier Code of Conduct? **Yes** **No**

We ask that all of our suppliers read, understand and acknowledge their role as it relates to our Supplier Expectations. By signing and returning this form you are confirming receipt of the guide.



SAIC Supplier Code
of Conduct.pdf

VENDOR'S AUTHORIZED SIGNATURE

*This form must be signed with a physical signature or a digital signature with identifying cert.
Please provide the requested information for this individual.*

Authorized Signature:		Printed Name:
		Title:
		Date:
Phone #:	Fax #:	Email Address:

SAIC Use Only	
*SAIC Requester Name:	*Vendor Master Signature:
*Requester's Signature:	*Vendor Number:



Equal Employment Opportunity and Affirmative Action Policy Notification

Dear Supplier:

This communication is provided to you as a supplier of SAIC. SAIC is a federal government contractor subject to the nondiscrimination and affirmative action compliance requirements of Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. As part of our efforts to comply with these laws and their implementing regulations, SAIC has developed and implemented equal employment opportunity and affirmative action policies and programs, which are designed to ensure that all qualified applicants and employees are treated without regard to such factors as race, color, religion, sex, national origin, disability, veteran status, or any other reason prohibited by law.

The implementing regulations of these laws require federal contractors to disseminate to their suppliers information about their nondiscrimination and affirmative action policies, and also to "request appropriate action" on their part to ensure full compliance throughout the subcontracting chain related to the federal contract.

As a supplier of SAIC, I wanted to take this opportunity to inform you of SAIC's commitment to compliance with these important nondiscrimination and affirmative action requirements, and to ask for your support of and commitment to compliance with them as well.

Should you have any questions concerning this notification, please contact Tina Richards, Chief Procurement Officer, at Tina.M.Richards@saic.com.