



Form:	Supplier Approval / Change Request Form	Number: PUR-004
Approved by:	Christopher O'Leary	Issued: 2010 APR 28
Signature:	Signature On File	Revised: 2014 FEB 21

<input type="checkbox"/>	New Supplier	Change Only: Current Vendor Number	<input type="text"/>
<input type="checkbox"/>	Current Supplier		
<input type="checkbox"/>	Information Request		

Kenson's policy is not to release payment for an invoice without complete vendor information on file. The tax law requires us to have your Tax ID (Federal Identification Number or Social Security Number) and appropriate tax exempt documentation on file. Please complete all sections of the form, provide a legible signature and fax/e-mail to Kenson's Management contact.

Supplier Name (Entity Name):	DBA Name:
Product Supplied:	

Purchase Order Address:

Invoice Remittance Address:

Street:		Attn:/Address 1:	
PO Box:		Address 2:	
City:	State:	P.O. Box:	
Zip Code:	Country	City:	State:
Cust. Service Phone No.:		Zip Code:	Country:
Cust. Service Contact Name:			
Purchase Order Fax Number:		Phone Number:	
Supplier Rep Name:		Fax Number:	
Supplier Rep PH Number:			

Tax Information (or Submit W-9 Form)

Subject to 1099 (not incorporated):

- Sole Proprietorship (Individual)
- LLC (not incorporated)
- Partnership
- Other

Business Type (Select one of the following)

Exempt from 1099:

- Corporation
- LLC (incorporated)
- Tax Exempt (Requires tax exempt documentation)

Social Security #:	OR	Federal ID#:
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Banking Information: (wire transfers)

Account Name:	Account Number:
Bank Information:	Bank Routing/Swift:

TO BE COMPLETED BY KENSON PLASTICS INC:

Acknowledged by Kenson Purchasing Agent:	<input type="text"/>	Date:	<input type="text"/>
		Business System Code:	<input type="text"/>