

Generac USA Non-Production New Vendor Profile or Existing Vendor Change Request



Vendor Details

Select one:	<input type="checkbox"/> New Vendor	<input type="checkbox"/> Existing Vendor
Enter Vendor Numbers for an existing vendor change request:	Main Vendor (VN) #: _____	Invoicing Party (PI) #: _____

Name Information

IMPORTANT NOTE:	Current W-9 (USA) or W-8 (NON-USA) tax certificate copy is required with this request and enter names below ONLY as shown.
Formal Business Name:	_____
DBA Name (Doing Business As):	_____

Facility Address Details

This address will be displayed on Generac purchase orders.			
Street Address: _____			
District / County:		City:	
Region / State:		Postal / Zip Code:	Country:
PO Box Number:	PO Box City:	PO Box Region / State:	PO Box Postal / Zip Code:

Payment Address Details

This address is remit to information.			
Check one:	<input type="checkbox"/> Same as Facility Address	<input type="checkbox"/> Use information provided below	
Street Address: _____			
District / County:		City:	
Region / State:		Postal / Zip Code:	Country:
PO Box Number:	PO Box City:	PO Box Region / State:	PO Box Postal / Zip Code:

Purchase Order Contact Information

Contact Name:	Contact Title:
Single Email to receive Purchase Orders: _____	
Telephone:	Extension:

Payment Contact Information

Contact Name:	Contact Title:
Payment Notification Email Address:	
Telephone:	Extension:

Payment Information

IMPORTANT NOTE:	Select one payment method below. Note your initial payments will be held until your banking details or credit card alignment has been confirmed.
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Payment Currency:	
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<input type="checkbox"/> CREDIT CARD - USA ONLY with Net 20 (merchant interchange fees apply)
For all CREDIT CARD payment methods, please complete the GRiD SAP Generac USA Vendor Credit Card Registration Form per the enrollment details at www.generac.com/about-us/supplier-support

<input type="checkbox"/> ACH - USA ONLY with 2% Discount 15 Days, Net 60
<input type="checkbox"/> WIRE TRANSFER - NON-USA ONLY with 2% Discount 15 Days, Net 60
For all ACH or WIRE payment methods, please complete the GRiD SAP Generac USA Vendor Banking Information form at www.generac.com/about-us/supplier-support for your bank account.

Invoice Remittance Information

Company Doing Business With:	Generac Power Systems, Inc.	
Preference is Email Send Invoices To:	USA Companies: apinvoices@generac.com	Non-USA Companies: invoice@generac.com
By Mail: (Only when email is not available)	Generac Power Systems, Inc. Attn: Accounts Payable	PO Box 295 Waukesha, WI 53187
Payment Inquiries:	askap@generac.com	

This request will be declined if the below required signatures are missing or incomplete.

Vendor Signature - REQUIRED

Title	Signature	Print Name	Date

Generac Signatures - REQUIRED

Department	Signature	Print Name	Date
Vendor Request Initiator:			
Initiator's Supervisor:			