



# Vendor /Person Profile Update

| SECTION 1 (For Internal Use only)  |              | UN INFORMATION          |
|--|--------------|-------------------------|
| <b>Requesting Person:</b>  | <b>Date:</b> | <b>Atlas Vendor No:</b> |
| First Name / Last Name/Extension   |              | <b>UN Index No:</b>     |
| <b>VENDOR TYPE:</b> <input type="checkbox"/> STAFF <input type="checkbox"/> SSA <input type="checkbox"/> SERVICE CONTRACT <input type="checkbox"/> MEETING PARTICIPANT <input type="checkbox"/> NGO <input type="checkbox"/> SUPPLIER <input type="checkbox"/> OTHER |              |                         |
| <b>VENDOR APPROVER SIGNATURE:</b> _____  |              |                         |
| <b>DATE:</b> _____   |              |                         |

Complete either Section 2 or Section 3 (not both)

| SECTION 2                |  | PERSON INFORMATION (For Individuals only) |
|--------------------------|--|---|
| Last Name<br>Middle Name | First Name   |   |
| Nationality              | Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> |   |
| Address                  |  |   |
| City,                    | State/Province/County  | Postal Code (ZIP) Country                 |
| E-mail Address           | Telephone Number   | Fax Number                                |

| SECTION 3                            |                                     | SUPPLIER INFORMATION (For Companies only) |                       |
|--------------------------------------|-------------------------------------|---|-----------------------|
| Company Name:                        | Parent Company Name (if applicable) | Web Site URL: (if applicable)             |                       |
| Street Address                       |                                     |   |                       |
| City                                 | State/Province/County               | Postal Code Country                       |                       |
| <b>Contact Person (MAIN ADDRESS)</b> | <b>Telephone</b>                    | <b>Fax</b>                                | <b>E-mail Address</b> |
| Name:                                |                                     |   |                       |
| Title:                               |                                     |   |                       |

| SECTION 4   |  | BENEFICIARY BANKING INFORMATION  |
|---|--|--|
| Bank Name   |  |  |
| Bank ID:  | <b>For US banks only use whether: (9 digits)</b><br>ACH <input type="checkbox"/> Fed wire <input type="checkbox"/> | <b>SWIFT code 8 or 11 characters (required for overboard payments)</b> |
| Branch ID: (for Canadian Banks only) 9 digits routing no. |  | Branch Name:   |
| Street Address:   |  |  |
| City  | State/Province   | Postal Code Country  |

| SECTION 5  |   | BENEFICIARY BANK ACCOUNT DETAILS   |
|--|---|------------------------------------|
| Account Name: (name as it appears on bank account)                       | Bank Account Currency<br><input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE) _____ |                                    |
| Bank Account No. : (ENTER WITH NO PUNCTUATION,NO DOTS, DASHES OR SPACES) | Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings                              |                                    |
| IBAN (European Banks)  |   |                                    |
| Transit Code ( 5 digit ) Canadian Banks                                  | Sort Code (6 digits ) UK Banks  | BSB code (6 digit) Australia Banks |

| Bank Information for Intermediary/Correspondent Bank ( if applicable) |                   |                                      |
|---|-------------------|--------------------------------------|
| Name of Bank :  | Address of Bank : |                                      |
| Bank Account No (of beneficiary bank with intermediary bank)          | SWIFT Code:       | <b>FED WIRE No. ( US BANKS ONLY)</b> |

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_, hereby authorize the agency to direct payments for goods and services to the above account. Signature: \_\_\_\_\_