



A Vince Operating Company

VENDOR SET-UP and CHANGE REQUEST FORM (MANUFACTURER/FACORY ONLY)

INSTRUCTIONS: In order to avoid delays, along with this fully completed Form, Manufacturer/Factory must also provide the following documentation to V Opco, LLC (formerly known as Vince, LLC):

1. **Invoice Copy**
2. **Company Letterhead (with complete address and marked void)**
3. **Completed Signed W-9 (US Manufacture/Factories Only)**

NOTE: V Opco, LLC (formerly known as Vince, LLC) standard payment terms are net 30 upon receipt of a valid undisputed invoice from Manufacturer/Factory.

VENDOR TYPE

V Opco, LLC Manufacturer

Third Party Vendor

REQUEST TYPE

New Vendor

Add Site

Banking Only

Change Request

FACTORY INFORMATION

Date:

Requested By:

Taxpayer Identification Number (TIN):

Services/ Goods Purchased:

Vendor Name:

Remit to Address:

City:

State/Province/Country:

ZIP Code:

Phone No:

Fax No:

Primary Contact Name:

Primary Contact E-Mail:

Factory MID Code:

Airport:

Seaport:

V O P C O, L L C A P P R O V A L

FOR INTERNAL USE ONLY

By submitting this Form, you certify that the supporting contract has been submitted and approved by the V Opco, LLC Legal Department. If you have not obtained Legal Dept. approval, please email the contract to legal@vince.com for review. You also certify that you have obtained approval on the business terms from your manager.

Requestor Name: _____

Manager Name: _____

Requestor Signature: _____

Manager Signature: _____

Date: _____

Date: _____