



A Vince Operating Company

SUPPLIER/PAYEE SET-UP and CHANGE REQUEST FORM

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

- 1. **Invoice Copy**
- 2. **Voided Check or Bank Letter**
- 3. **Completed Signed W-9 (US Supplier/Payee Only)**

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

VENDOR TYPE

V Opco, LLC Manufacturer

Third Party Vendor

REQUEST TYPE

New Vendor

Add Site

Banking Only

Change Request

SECTION 1 - SUPPLIER/PAYEE 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:	
Payment Terms:		Payment Type:	
Sales Terms:		Payment Currency:	

SECTION 2 - ACH INFORMATION

ALL DOMESTIC PAYMENTS MUST BE ACH BANKING

Beneficiary Name:		Bank Name:	
Bank Address:			
Bank Account #:		Bank Routing #:	
Payment Remittance Email Address:			
Payee Signature Authorization:			Date:

SECTION 3 - WIRE INFORMATION

ALL INTERNATIONAL PAYMENTS MUST BE WIRE BANKING

Beneficiary Name:		Bank Name:	
Bank Address:			
Account/IBAN #:		Swift Code #:	
Payment Remittance Email Address:			
Payee Signature Authorization:			Date:



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SECTION 4 – FACTOR/AGENT INFORMATION

USE ONLY IF PAYING A THIRD PARTY – NOT A FACTORY

<input type="checkbox"/> Factor	<input type="checkbox"/> Agent	<input type="checkbox"/> Add	<input type="checkbox"/> Change
Factor/Agent Name:		Email:	
Remit to Address:			
City:	State/Province/Country:	ZIP Code:	
Phone No:		Fax No:	

SECTION 5 - V OPCO, LLC APPROVAL

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: _____