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Vendor Requirement Form

Instructions: You have been invited to this site to upload certain documents for reference by Pantheon in the course of your business relationship with the company.

Please complete ONLY the designated portion below by submitting your attachment and identifying your point of contact:

A. Vendor details:

Complete Vendor Name	
Vendor Contact person	
Vendor Contact number	
Country of Registered Business	
Vendor Email address	
Signature	
Date submitted	

B. For payment:

Vendor AR Contact Name	
Vendor AR Email Address	

C. Requirements:

Check this box if your business is registered with the **United States of America** .

Fully accomplished W-9 (Download form here)	

Brief description on the service/product the vendor supplies and reason needed	
Pantheon Contact Person email	
Agreed upon payment terms	
Signed Statement of Work, GSA, Contract with Pantheon	
Name of Pantheon Approver (<i>refer to 'Notice of Award' email</i>)	
Date of award	

D. How would you like to be paid? (Choose 1)

Bill.com

Network ID:

Bank ACH (*USA vendors only*)

Bank Account Name:

Routing #:

Account #:

Bank Wire (*International vendors only*)

Country bank is located in:

Account Holder Name:

Bank and Branch Code:

SWIFT Code:

Account #:

Physical Check

Payment Mailing Address:

Name on check:

Please send invoices to payables.pantheon@bill.com and all AP questions/correspondence to payables@pantheon.io

