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Vendor Requirement Form PH

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 Registered Name	
Company TIN #	
Vendor Primary Contact person	
Vendor email address	
Vendor Contact number	
Registered Business Address	
Country of Registered Business	
Signature	
Date submitted	

B. For payment:

Vendor AR Contact Name	
Vendor AR Email Address	

Vendor AR Contact Number	
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For Withholding Tax concerns we may have:

Contact Person for withholding tax certificate or concerns	
Contact Person's email address	
Contact Person's Number	

C. Requirements:

BIR Certificate of Registration and Business Permit (if applicable)	
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	

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

Bank Wire

Country bank is located in:

Account Holder Name:

Bank and Branch Code:

SWIFT Code:

Account #:

Physical Check

Name of Authorized person to pick-up check:

Payment Mailing Address:

Name on check as "PAYEE":

If preferred check to be delivered via mail:

Payment mailing address:

Please send all AP invoices/questions/correspondence to ph.payables@pantheon.io