

**DIRECTIONS FOR SUPPLIER:**

1. **Please provide the following Supplier information on your Company Letterhead.**
  - a. **ALL FIELDS ARE MANDATORY. USE N/A (NOT APPLICABLE) WHERE APPROPRIATE. TYPE WRITTEN ONLY.**
2. **Once completed, please forward signed document to your P&G Buyer/Contact.**

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**To: Procter & Gamble**

**Date** \_\_\_\_\_

Accounts Payable / Attention: \_\_\_\_\_

**SECTION I. GENERAL DATA**

Legal Entity Supplier Name	
Supplier Representative to P&G	
Full Street Address (street number, street name, suite if needed)	
Zip Code (9 character preferred)	
City, State (2 character)	
District (County name for California & Missouri only)	
Country	
PO Box address if applicable, City, State, Zip. Check payments can be sent to this address.	
Phone Number (Including area code)	
Remit to address that will appear on invoices - even for electronic payments reference	
Fax Number (Including area code)	
E-Mail or Fax Number for Remittance (will allow P&G to inform Supplier regarding Electronic payments only).	

**SECTION II. PURCHASING DATA**

Order currency (USD, EURO, etc)	
Agreed payment terms (NET 45, 2% 10 days, etc)	
Intercompany terms (FOB, FAS, etc)	
Intercompany terms location (DESTINATION, SHIPPOINT, etc)	
Minimum order value	
Salesperson phone number	
Salesperson fax number	

**III. PAYMENT INFORMATION:**

Paid by check? **Yes ( ) No ( )**. If **"Yes"**, skip to section **IV**. If **"No"**, complete Section **III** and **IV**.

We authorize **Procter & Gamble** to make electronic invoice payments validated according to the following instructions:

Bank Name	
Bank Street Address (including number, suite if needed)	
City	
State/Region	
Zip Code	

Country	
Bank Account Beneficiary Name (Only if different than Legal Entity Name)	
Routing Number ( <b>US</b> : 9-Digit ABA No.; <b>Non-US</b> : Branch or Bank Code, Sort Code, BLZ, etc.)	
Bank Account Number	
Type of Bank Account	Checking ( ) or Savings ( )
SWIFT Code (Not needed for USD payments to US Bank)	
Currency of Payment	
<i>(If this payment requires an intermediate/corresponding bank, please indicate all Banking details for this bank in a separate attachment. Please note that P&amp;G cannot make a USD payment to a US bank via another US bank, i.e., no corresponding banks for USD Domestic Wires.)</i>	<p><b>Yes</b> ( ) This payment requires an Intermediate bank. (Attachment included.)</p> <p><b>No</b> ( ) This payment does <u>NOT</u> require an Intermediate bank.</p>

**Note:** If you would like to receive FREE Payment Remittance via a P&G Email or Fax – *instead* of receiving remittance from your bank – please complete the information in the “I. GENERAL DATA” section under “E-Mail or Fax Number for Remittance”.

**SECTION IV.** We hereby confirm, that the above-mentioned data is truthful and correct, and in case a change occurs, the Procter & Gamble buyer will be notified in advance. If the above information is not valid or inaccurate, **Procter & Gamble** is not responsible if a payment is delayed, not credited, or credited to an incorrect account as specified.

Regards,

\_\_\_\_\_  
(Signature)

Name (type): \_\_\_\_\_  
(Accounts Receivable Manager)