



Vendor /Person Profile Update

SECTION 1 (For Internal Use only)		UN INFORMATION	
Requesting Person:	Date:	Atlas Vendor No:	
First Name / Last Name/Extension		UN Index No:	
VENDOR TYPE: <input type="checkbox"/> STAFF <input type="checkbox"/> SSA <input type="checkbox"/> SERVICE CONTRACT <input type="checkbox"/> MEETING PARTICIPANT <input type="checkbox"/> NGO <input type="checkbox"/> SUPPLIER <input type="checkbox"/> OTHER			
VENDOR APPROVER SIGNATURE: _____		DATE: _____	

Complete either Section 2 or Section 3 (not both)

SECTION 2 PERSON INFORMATION (For Individuals only)			
Last Name	First Name		
Middle Name			
Nationality	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Address			
City,	State/Province/County	Postal Code (ZIP)	Country
E-mail Address	Telephone Number	Fax Number	

SECTION 3 SUPPLIER INFORMATION (For Companies only)			
Company Name:	Parent Company Name (if applicable)	Web Site URL: (if applicable)	
Street Address			
City	State/Province/County	Postal Code	Country
Contact Person (MAIN ADDRESS)	Telephone	Fax	E-mail Address
Name:			
Title:			

SECTION 4 BENEFICIARY BANKING INFORMATION			
Bank Name			
Bank ID:	For US banks only use whether: (9 digits) ACH <input type="checkbox"/> Fed wire <input type="checkbox"/>	SWIFT code 8 or 11 characters (required for overboard payments)	
Branch ID: (for Canadian Banks only) 9 digits routing no.	Branch Name:		
Street Address:			
City	State/Province	Postal Code	Country

SECTION 5 BENEFICIARY BANK ACCOUNT DETAILS			
Account Name: (name as it appears on bank account)		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE) _____	
Bank Account No. : (ENTER WITH NO PUNCTUATION,NO DOTS, DASHES OR SPACES)	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
IBAN (European Banks)			
Transit Code (5 digit) Canadian Banks	Sort Code (6 digits) UK Banks	BSB code (6 digit) Australia Banks	

Bank Information for Intermediary/Correspondent Bank (if applicable)		
Name of Bank :	Address of Bank :	
Bank Account No (of beneficiary bank with intermediary bank)	SWIFT Code:	FED WIRE No. (US BANKS ONLY)

I, _____, in my capacity as _____, hereby authorize the agency to direct payments for goods and services to the above account. Signature: _____