



## Global Supplier Enrollment Package

### Purpose:

The Global Supplier Enrollment Package (GSEP) document is intended for new suppliers who have been invited by Cisco to become a Cisco Supplier as well as for existing suppliers who wish to update their information. The information provided as part of the GSEP will be entered into Cisco's Supplier Database.

### Warnings:

- Cisco will NOT accept unsolicited GSEP forms.
- Cisco will NOT accept incomplete GSEP forms (ALL required pages must be completed, including signatures – for fields that are not applicable please type 'N/A' or 'Not Applicable').
- Cisco will NOT accept GSEP sent in editable format.
- Cisco strongly prefers that the GSEP is typed and not handwritten.

### Instructions:

The GSEP is a writable and savable PDF. Upon completion of the GSEP, please print, sign, scan and email the completed GSEP to your Cisco representative/sponsor. If you use digital signature, please, make sure that 'lock document after signing' option is chosen. For questions, please contact your Cisco representative/sponsor and/or see "[Become a Cisco Supplier](#)" website.

## PAYMENT TERMS and OPTIONS

### Non-manufacturing Suppliers from US and Canada

Cisco standard payment terms for non-manufacturing suppliers are Net 90. At Cisco's discretion and approval for U.S. and Canadian suppliers, Cisco may offer expedited discounted payment terms of 1%/20 N90.

Check here only to take advantage of Cisco's expedited, discounted Payment Terms of **1%/20 Net 90**.

**NOTE:** This option is only available to US and Canadian suppliers submitting invoices to either Cisco's US or Cisco's Canadian Accounts Payable addresses (see the "[Become a Cisco Supplier](#)" website), as directed by a Cisco PO.

### Non-manufacturing suppliers from all other countries (except for US & Canada)

Cisco standard payment terms for non-manufacturing suppliers are Net 90. There are certain geographies around the world where the payment terms at this point are different than N90. To determine if your geographic location dictates different payment terms, refer to the "[Become a Cisco Supplier](#)" website and review the Payment Terms for your specific location.

Check here only if the geographic location provided above in the "*Purchasing Site Information*" entitles you to different payment terms.

### Manufacturing Suppliers (from any country)

Check here only if you are a manufacturing supplier (also known as production or component supplier). Please indicate the payment terms as defined by the Cisco representative (i.e. Cisco buyer, Cisco contract manager, etc.): \_\_\_\_\_  
Please provide the name of your Cisco representative (i.e. Cisco buyer, Cisco contract manager, etc.): \_\_\_\_\_

---

**NOTE:** This option is only available to suppliers providing Manufacturing components and/or services as determined by Cisco.

## THIRD PARTY PAYMENT

Will you be making payments to a third party supplier on behalf of Cisco, i.e. receive funds to pay liabilities owned by Cisco?    Yes    No



# SUPPLIER PROFILE FORM

(Please provide all information that pertains to your company, otherwise write N/A)

Action:  New  Change (Effective Date of Change): \_\_\_\_\_

## Supplier Details:

Legal Company Name/Registered Business Name: \_\_\_\_\_  
(Enter in English PLUS Chinese for China Region or Kanji & Kana for Japan Region, if applicable)

D&B D-U-N-S Number \_\_\_\_\_

## Purchasing Site Information:

 (Address to which Purchase Orders will be transmitted - Enter in English AND Kanji & Kana for Japan, if applicable)

Supplier Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province \_\_\_\_\_ Country: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Sales Contact Name: \_\_\_\_\_

Sales Contact Email: \_\_\_\_\_ Sales Contact Telephone Number: \_\_\_\_\_

E-Mail Alias (e.g. group email) for Purchase Order Transmittal: \_\_\_\_\_  
(Cisco prefers the use of a Corporate email alias (e.g. group email) that will facilitate the delivery of correspondence to multiple entities via the Corporate email alias)

## Tax requirements - Regional and Local Requirements: (complete ALL that apply)

Tax Registration Number (VAT, ABN, etc.): (Where applicable) \_\_\_\_\_

**India:** Permanent Account Number (PAN): \_\_\_\_\_ – please attach ‘Copy of PAN’  
GST Number: \_\_\_\_\_ - please, attach the acknowledgment for GSTIN number  
Permanent Establishment Declaration (Applicable for overseas supplier providing service) \_\_\_\_\_  
TAN # (Tax Deduction and Collection Account Number) \_\_\_\_\_ - please attach "Copy of TAN Allotment letter" (refer to the [website](#))  
Applicability of E-invoicing Yes No  
If 'No' SEZ Unit Annual Turnover < 100 Cr Others Please Specify

**France:** SIRET number: \_\_\_\_\_

**South Africa:** BEE Status: Yes (If yes, it is mandatory to attach BEE certificate) No

**Central and South America Region:** Tax Addendum is required. Please download, complete, sign and return the required form(s) located at the “Tax Requirements” section of the [Become a Cisco Supplier](#) website.

**Canada:** GST/HST Registration Number: \_\_\_\_\_ Country of Residence: \_\_\_\_\_  
QST Registration Number (Where applicable): \_\_\_\_\_  
CRA Waiver Yes No Foreign Tax Identification Number: \_\_\_\_\_  
(Tax ID assigned by country of residence)  
Quebec Waiver Yes No

**Important:** Payments to non-residents for services rendered in Canada are subject to 15% withholding (additional 9%, if rendered in the province of Quebec). Unless the non-resident vendor is able to provide a copy(ies) of the CRA/QC (if applicable) waiver of withholding tax, withholding tax must be held from their payment, regardless if there is a treaty exempting the service. For details, please refer to “Tax Requirements” section of the [Become a Cisco Supplier](#).

**China:** Please attach “Business License”

**Indonesia, Malaysia & Singapore:** (Applicable for overseas supplier providing service) – Please attach “Proof of Residence”

**United States:** IRS Tax Documentation (Forms W-8BEN, W-8ECI, W-8IMY, W-8EXP, W-9 or 8233) is required. Please download, complete, sign and return the required form(s) located at the "Tax Requirements" section of the [Become a Cisco Supplier](#) website.

Supplier Classification:

- |   |     |    |
|---|-----|----|
| 1. Is the majority controlling ownership of the business held by US citizens?   | Yes | No |
| 2. Is a small business as defined by the U.S. Small Business Administration (SBA) standards?  |     |    |
| 3. Is the business at least 51% owned, managed and controlled by US citizens who are ethnic minorities, women, veterans, service-disabled veterans, LGBT (lesbian, gay, bisexual, and transgender), or certified by the U.S. Small Business Administration (SBA) as an Historically Underutilized Business Zone (HUBZone) business? | Yes | No |

**IMPORTANT:** If the answer is YES to either question #2 or #3, registration and submission of a diversity business profile in Cisco’s [Diverse Supplier Portal](#) is required.



**Payment Site Information:** (Address where payments are made - Enter in English AND Chinese for China or Kanji & Kana for Japan, if applicable)

Check here only if the data is the same as the “Purchasing Site Information” above, otherwise please fill in completely.

Supplier name: \_\_\_\_\_

Supplier Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

**ELECTRONIC FUND TRANSFER PAYMENT ENROLLMENT FORM**

**Note:** We request all suppliers to receive payments via ACH/wire transfer.  
(Please provide all information that pertains to your company, otherwise write N/A)

**Remittance Advice:**

Supplier Email Address / Corporate Email Alias: \_\_\_\_\_

**Primary Vendor Bank Information:** (Where account resides)

Supplier/Account Holder Name: \_\_\_\_\_  
(Enter in English AND Chinese and Taiwan for China Region or Kanji & Kana for Japan Region, if applicable)

Bank Name: \_\_\_\_\_  
(For China Region please provide ALSO in Chinese, for Japan Region please provide ALSO in Kana)

Branch Name: \_\_\_\_\_  
(For China Region please provide ALSO in Chinese, for Japan Region please provide ALSO in Kana)

Bank Code/ID: \_\_\_\_\_ Bank Branch Code/ID: \_\_\_\_\_  
(If applicable; for Japan Region Zengin Bank Number – 4 digit) (If applicable; for Japan Region Zengin Branch Number – 3 digit)

Bank Account Number: \_\_\_\_\_

IBAN Number: (Required for Europe & Emerging Markets) \_\_\_\_\_

SWIFT/BIC/IFSC/Bank Universal ID/CNAPS Code/ACH ABA Routing Number: (As applicable) \_\_\_\_\_

Account Type – Saving (‘Futsu’) or Checking (‘Toza’) or other: (Please specify – required for Japan) \_\_\_\_\_

Bank address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Currency (List the currency that applies): \_\_\_\_\_

**Intermediary Vendor Bank Information:**

Check here only if the information is not applicable, otherwise please fill in completely.

Bank Name: \_\_\_\_\_ Branch Name: \_\_\_\_\_

Bank address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Account Number: \_\_\_\_\_ Routing Number (CHIPS/SWIFT/ABA): \_\_\_\_\_

**Authorization:** (Required)

I certify that all the above data entered are accurate and truthful and authorize Cisco to initiate payments to the bank identified above.

Name: (Please print) \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_