



Global SAP Vendor Information Form

PLEASE DO NOT EDIT THIS FORM

Name or User ID of P66 employee collecting information: _____

This section to be completed by the Vendor:

Is your existing company on Ariba with Phillips 66? If yes, what is the ANID? _____

If you are acquiring another company, are they on Ariba with Phillips 66? If yes, what is the ANID? _____

What is the Tax Identification Number (also known as the FEIN or TIN)? _____

If the FEIN or TIN is a SS#, what is the person's name? _____

What product or service are we paying the vendor for? _____

Remit information on invoice:

Company Name _____

Street or PO Box _____

City _____ Prov/State, Postal Code +4, Country _____

Telephone Toll Free _____ Email _____

Fax Number _____

What address should purchase orders be sent to?

Same as remit to?

Company Name _____

Physical Address _____

City _____ Prov/State, Postal Code +4, Country _____

Telephone Toll Free _____ Email _____

Fax Number _____

What is the physical address (required for procurement vendors)?

Same as remit to?

Company Name _____

Physical Address _____

City _____ Prov/State, Postal Code +4, Country _____

Duns Number (if known) _____

Is your company a Diverse Business?

Check all that apply:

- Small Business
- Disadvantaged Business
- Women-Owned
- Veteran-Owned
- Service Disabled Veteran
- HubZone

Check one only:

- African
- Asian-Pacific
- Hispanic
- Native Indian
- Asian-Indian
- Other - Specify _____

Diverse businesses are at least 51% owned, controlled and managed by a member(s) of the ethnic, gender and/or U.S. armed service groups.

***Note to Phillips Employee- If any of the boxes above are checked, please forward this information to Emily.hambright@p66.com or call 918-977-7871**

This section to be completed by the Phillips 66 Business Unit - Purchasing Organization Information:

Company Code(s):		
Purchasing Org(s)		
Order Currency:		
Porg Terms of Pay:		
Inco terms-MANDATORY:		
Confirmation Ctrl		

- GR-Based Inv Verif
- AutoEvalGRSetmt Del
- AutoEvalGRSetmt Ret
- Acknowledgment Reqd
- Automatic Purchase Order
- Subsequent Settlement
- Sebseq. Sett. Index
- B.vol.com./ag.nec.
- Srv.-Based Inv. Ver.

Comments:

****Note - This form does not replace required backup documentation for Vendor MasterMinder requests such as the ACH Form, Wire Payment Form, W9 Form, W-8BEN Form or the Nonresident Reporting Questionnaire.**