



Vendor Master Maintenance Form

Section I: Information required from Vendor - Please TYPE

ADD

CHANGE

DELETE (check one)

(VN) Vendor Mailing Address

Vendor number - Computer Assigned _____ (AerSale Purchaser to advise - Change only)
Company name _____
Postal Address _____
City, State & Postal Code _____
Country _____
Phone number _____
Fax number _____
E-mail _____
VAT number (for European companies) _____

(OA) Ordering Address (Same as Ship To Address for Returns/Repairs)

Vendor number _____ (AerSale Purchaser to advise - Change only)
Company name _____
Postal Address _____
City, State & Postal Code _____
Country _____
Phone number _____
Fax number _____
E-mail _____
VAT number (for European companies) _____

(PI) Payment Address (if different than VN or OA above)

Company name _____
Postal Address _____
Postal Code, City & State _____
Country _____
Contact (finance dept.) _____
Phone number _____
Fax number _____
E-mail _____
Payment terms (i.e. Net30, Net45, Net 60 etc.) _____
Payment Methods (i.e. Check, ACH, Wire.) _____ (ACH is preferred method)

Bank Payment Details

Bank 1 - name, city and country _____
 SWIFT code, international payments, ABA# _____
 Bank account number _____
 Currency _____

Bank 2 - name, city and country _____
 SWIFT code, international payments, ABA# _____
 Bank account number _____
 Currency _____

IBAN number (for European vendors) _____
 Penalty interest _____

Bank Key Information

N.B French suppliers: Bank acc.no. must contain 23 digits _____
 N.B German suppliers: Please state your "BLZ code" _____
 N.B UK suppliers: Please state your "Sort code" _____
 N.B USA suppliers: Please state your "ABA/ROUTING code" _____
 Suppliers "Other" country code _____

Section II: Information required from AerSale Purchaser

AerSale Contact Info

Purchaser/Requester _____
 Phone _____
 Department _____
 E-mail _____
 Date _____

Supplier/Vendor Type

Vendor - Repair Services	Requires Vendor Certifications, AerSale 001 & W9*
Supplier - Material Purchases	Requires AerSale 001 & W9*
Both Vendor & Supplier	Requires Vendor Certs & AerSale 001 & W9*
Non-Aviation Purchases	Requires W9*
Non-Aviation On-Site Contractor	Requires Signed Contractor Response form & W9*

***Note: 1099 Vendor. A completed W9 Form is required for all U.S. base Vendors/Suppliers, must be submitted with each request.**

Authorized By: _____ Date: _____