

If this is a Change Request, the Generac Request Initiator must complete this section. Vendor number(s) and company code(s) will be entered by Generac personnel.

Main Vendor (VN / PR) #: _____		Invoicing Party (PI / EF) #: _____	
Company Code(s):	<input type="checkbox"/> 2001 Generac México, S.A de CV	<input type="checkbox"/> 2004 Operadora Selmec, S.A. de CV	
	<input type="checkbox"/> 2005 Servicios Administrativos	<input type="checkbox"/> 2007 Generac Hidalgo S.A. de CV	
	<input type="checkbox"/> Other: _____		

<input type="checkbox"/> New Request - complete all sections	<input type="checkbox"/> Change Request
--	---

IMPORTANT NOTE: Name and Tax ID changes are not accepted and a new vendor is required.

Name Information

Formal Business Name:			
Alternate Name:			
Current Tax Identification Copy Required:	RFC Certificate (Mexico)	Foreign Tax Number (Non-Mexico)	

Facility Address Details

Street Address:			
District / County:		City:	
Region / State:		Postal / Zip Code:	Country:
PO Box Number:	PO Box City:	PO Box Region / State:	PO Box Postal / Zip Code:

Payment Address Details

Check one:	<input type="checkbox"/> Same as Facility Address	<input type="checkbox"/> Use information provided below	
Street Address:			
District / County:		City:	
Region / State:		Postal / Zip Code:	Country:
PO Box Number:	PO Box City:	PO Box Region / State:	PO Box Postal / Zip Code:

Purchase Order Contact Information

Contact Name:	Contact Title:
Single Email Address for receiving Purchase Orders:	
Telephone:	Extension:

Payment Contact Information

Contact Name:	Contact Title:
Payment Notification Email Address:	
Telephone:	Extension:

Payment Details - REQUIRED

Payment Terms (in number of days)	Payment Currency
Mexico Vendor: _____ Non-Mexico Vendor: _____	Enter Currency: _____
Payment Method will always be Wire Transfer	
For Wire Transfer payment method, please complete the Generac Mexico Vendor Banking Information form at: www.generac.com/about-us/supplier-support	

Invoice Email Remittance Information

Company Doing Business With:	Generac México, S.A de CV, Operadora Selmec, S.A. de CV, Servicios Administrativos, or Generac Hidalgo S.A. de CV
Send Invoices To:	buzoncfdi@generac.com
Payment Inquiries:	dudaspagos@generac.com

Vendor Signature - REQUIRED

Title	Signature	Print Name	Date

Generac Signatures - REQUIRED

Title	Signature	Print Name	Date
Vendor Request Initiator:			
Initiator's Supervisor:			

Generac Finance Review - REQUIRED

Title	Signature	Print Name	Date
Financial Management:			
Financial Management Title:	<input type="checkbox"/> Director of FP, A & T	<input type="checkbox"/> Director Comptrollership	<input type="checkbox"/> CFO