**Shipper Account # Request Form**

**Supplier:** Click or tap here to enter text.

Small Package Account? Y [x]  N[ ]

**1. Requester’s Section**

**1.1 Contact Details**

For Non-IBM Requesters (DHL etc.), an IBM contact as well as an IBM Manager contact is required.

IBM Requester Name: Click or tap here to enter text.

IBM Requester Manager Name: Click or tap here to enter text.

IBM Requester Email address: Click or tap here to enter text.

IBM Requester Contact Phone: Click or tap here to enter text.

NON-IBM Requester Name: Click or tap here to enter text.

NON-IBM Requester Email: Click or tap here to enter text.

**1.2 PO Number / Account Code**

**1.2.1** IBM Account Coding (Mandatory for all US & CA accounts)

***(US Only)*** Pay Loc, Bill Loc, Mak:Click or tap here to enter text.

 OR

|  |
| --- |
| ***(US and Canada)*** Dept., Div., Major, Minor, Proj: Click or tap here to enter text.**1.2.2** PO Number (Mandatory for all other countries): Click or tap here to enter text. |

**1.2.3** Other account details:

Line of Business: Click or tap here to enter text.

Account name: Click or tap here to enter text.

Account Description: Click or tap here to enter text.

Do you require a Campus Ship ID (UPS only): Y[ ]  N [ ]

 In case you do, please provide ID: Click or tap here to enter text.

**2. Shipper Address**

This can be an IBM address or an outside address. This is where pick-up will take place. Full Street Address is required including postal code. This **cannot** be a PO box number:

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Contact Person Click or tap here to enter text.:

Telephone: Click or tap here to enter text.

Daily Pick up? Y[ ]  N[ ]

**3. Bill to Address**

Depending on which address is applicable for the account you are requesting to be created, please, select one of the 3 address options, by checking the box next to 3.1 OR 3.2 OR 3.3 below. If 3.3 is selected, please, provide full bill to address:

**3.1 If IBM US is to receive and pay the invoice, use the following address for the Bill to address:** [ ]

IBM Corporation

Attn: Matthew Rustin

2800 37TH STREET NW
ROCHESTER, MN 55901-4441, US

United States

EDI: YES

This account should be set so the supplier invoice is sent via EDI to CTSI C/O IBM US

CPP: both Export and Import CPP (applicable for UPS US)

**3.2 If IBM Canada is to receive and pay the invoice, use the following address for the Bill to address:** [ ]

IBM CANADA LIMITED

3600 STEELES AVENUE EAST

MARKHAM, ON L3R 2Z1

CANADA

EDI: YES

This account should be set so the supplier invoice is sent via EDI to CTSI C/O IBM Canada

**3.3 If another Non-IBM company is to receive and pay the invoice, add the full name and address of paying party:**[ ]

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Contact Email: Click or tap here to enter text.