



## THE RITZ - CARLTON YACHT COLLECTION

Greetings. We welcome you The Ritz-Carlton Yacht Collection and look forward to doing business with you. In order to process your invoices for payment in a timely manner, we need for you to complete the Vendor Registration Form and follow our instructions:

For US vendors and suppliers, please complete the attached W-9 and Vendor Registration Form and email both forms to [AccountsPayable@ritz-carltonyachtcollection.com](mailto:AccountsPayable@ritz-carltonyachtcollection.com). If you do not send the W-9 and Vendor Registration Form then we cannot process your invoice for payment. Vendors and suppliers outside of the US do not need to send us a W-9 form.

To process your invoice for payment, email your invoice to the person you are doing business with and [AccountsPayable@ritz-carltonyachtcollection.com](mailto:AccountsPayable@ritz-carltonyachtcollection.com). The invoice must be emailed to both locations in order for us to process your invoice for payment.

### Vendor Registration Form

#### Address and Contact Information

Today's Date

Legal Name of Company

DBA Name

Other Company Names or Related Companies

Tax Identification Number

VAT Number (Non-US Vendors only)

Phone Number (Include country code)

Toll Free Phone Number

Type of Business (Individual, Contractor, Partnership, Limited Liability Company, Corporation, etc.)

Address

Address 2

City

State

Country

Zip or Postal Code

Contact Name

Contact Email Address

Contact Phone Number



## THE RITZ - CARLTON YACHT COLLECTION

### Banking and Remittance Information

Remittance Mailing Address (If different than above)

Remittance Mailing Address 2

City

State

Country

Zip or Postal Code

Contact Name

Contact Email Address

Contact Phone Number

Bank Name

Bank Address

Bank Account Number

Sort Code

Swift Code

IBAN

ABA Number (for ACH transfers)

Routing Number (for wire transfers)

Payment Terms (ex Net 30)

Discount Terms

Our preferred method is electronically through the Automatic Clearing House or ACH. Please indicate if you prefer an alternative form of payment:

### Other Information

Please include any other information that you believe will be helpful to process your invoices for payment.