



# China: Vendor Onboarding Form

## 中国：供货商登记表格

☐ New vendor  
☐ Updating existing vendor

View our Vendor Code of Ethics [here](#)

Version 6.0 | March 2025 | issued by Global Financial Shared Services | replaces version 5.0

To ensure timely payment of invoices, this form must be completed in full, with relevant supporting documents attached, prior to first invoice received.

Vendor legal name (English):

公司名称 (英文)

Vendor name (Chinese):

公司名称 (中文)

Vendor contact name and phone number:

公司联系人姓名及电话号码:

Email address(s) for remittance advice:

接收付款通知电子邮箱

*\*We recommend providing 2 email addresses to ensure no communication is missed, and to provide 1 joint mailbox address*

lululemon's Customer Number/Customer ID: *(if applicable)*

(若有) 露露乐蒙客户号码

Local taxID Number (Business License Number):

营业执照号码

Vendor address:

公司注册地址 (英文)

Address Line 1:

Address Line 2:

Apt/Suite:

City:

State/Province:

Post Code:

Country:

D-U-N-S number: *(if applicable)*

(若有) D-U-N-S 号码

BANKING INFORMATION		
Bank Name (English) 银行名称 (英文)	Bank Name (Chinese) 银行名称 (中文)	BIC / SWIFT Code BIC或SWIFT 号码
Branch Name (English) 支行名称 (英文)	Branch Name (Chinese) 支行名称 (中文)	Account Number 银行卡号

注意：请注明所属的银行名称 如：中国工商银行 支行名称 如：浙江省杭州庆城支行。

**ELECTRONIC BANKING DETAILS:** I/we hereby authorize lululemonathletic Inc. and/or its subsidiaries, hereinafter called COMPANY, to initiate credit entries to my/our Bank Account indicated above at the financial institution named above, hereafter called BANK NAME, and to credit the same to such account. I/we acknowledge that the origination of the international transactions to my/our account must comply with the provisions of international law.

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and BANK NAME a reasonable opportunity to act on it.

Please attach one of the following: 请附上以下文件

☐ Void Cheque 空白支票/作废支票    ☐ Bank Letter 银行函件 (开户银行许可证/开户申请表)    ☐ Online Bank Statement 网银账单

In your signed contract or agreement with lululemon, do you intend to receive payment in a currency *other* than your local currency?  
 在你签署的合同中，付款条件项下的付款币种是否为人民币以外的其他币种？

Yes 是      No 否

*If yes, please answer the following questions: 如果付款币种是其他币种，请回答以下问题：*

What currency do you intend to receive payment in?  
 你希望收到付汇的币种为

Do you have a bank account in this currency?  
 你的银行收款账户是否可接收以上要求的币种？

☐ Yes 是      No 否

Is there an intermediary bank/special instructions to receive this currency?  
 是否有代理中转行/特别说明 用于接收该币种？

☐ Yes 是      No 否

If yes, please provide (a bank letter) international wire instructions for receiving requested currency  
 请从贵司的收款银行获取你的账户用于国际间转账收款的详细信息。

Included 已包括



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### Supplier Inclusion and Diversity

In support of our effort to increase engagement with diverse supplier communities, we require all our vendors, regardless of diversity status, to register with SupplierOne and maintain accurate profile data.

To register, please visit: <https://lululemon.supplierone.co>

I/our company has completed SupplierOne registration

### Company Type

Please provide a brief description of product:

Where will goods/services be physically provided/delivered? ☐ China ☐ Other (please specify)

Could this vendor be considered a related party as defined in the Employee Handbook? Yes ☐ No

Review [pg.29 of the Employee Handbook](#) to learn more

Payment Terms: Please refer to lululemon's payment term policy [here](#) ☐ Net 30

If the requested payment terms differs from our standard 30-day, or the alternative terms based on vendor type, please provide the following information:

Why are we not adhering to the standard payment terms?

What is the estimated annual spend?

Was Procurement involved in the negotiation? Yes ☐ No ☐

How frequently will lululemon receive an invoice from the vendor?

Currency: CNY ☐ Other ☐

Estimated annual/contract spend: <\$50k ☐ \$51-200k ☐ \$201-500k ☐ \$500k+ ☐

lululemon contact name:

lululemon contact email address for copy of remittance:

### HOW TO SUBMIT

Submit through Service Now: 'Vendor / Supplier Request' + enter vendor name as reference in the description box.  
Internal submission only – please return to your internal contact