



Hong Kong: Vendor Onboarding Form

香港: 供應商登記表格

☐ New vendor
☐ Updating existing vendor

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

Version 8.0 | March 2025 | issued by Global Financial Shared Services | replaces version 7.0

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)

公司名稱 (英文)

Doing business as: (if applicable)

商業名稱 (如適用)

Vendor contact name and phone number:

公司聯絡人姓名和電話號碼

Email address(s) for remittance advice:

接收付款通知電子郵箱

**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)

客戶編號/客戶 ID: (如適用)

Business Registration Number:

商業登記證號碼

Vendor address:

公司註冊地址 (英文)

Address Line 1:

Address Line 2:

Apt/Suite:

City:

State/Province:

Post Code:

Country:

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

BANKING INFORMATION			
Bank Name (English) 銀行名稱 (英文)	Branch Name (English) 銀行分行名稱 (英文)	Account-with-Bank Address 開戶行地址	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Code 銀行號碼	Branch Code 銀行分行號碼	BIC / SWIFT Code 銀行國際代碼	Account Number (with branch code) 銀行帳號
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name on account (if not same as company name) 銀行戶口名稱 (如跟公司名稱不同)			
<input type="text"/>			

ELECTRONIC BANKING DETAILS: I/we hereby authorize lululemonathletica 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: 請提供以下其中一項附有銀行帳戶詳細信息的證明文件

☐ Void Cheque 無效支票 ☐ Bank Letter 銀行信函 ☐ Online Bank Statement 銀行帳戶結單

In your signed contract or agreement with lululemon, do you intend to receive payment in a currency *other* than your local currency?
 在您/貴司與 lululemon 簽訂的合同或協議中, 您/貴司是否需要以外幣 (即非本地貨幣) 收款?

☐ Yes 是的 ☐ No 不

If yes, please answer the following questions: 如果是, 請回答以下問題:

What currency do you intend to receive payment in?

您/貴司需要以哪一種外幣收款?

Do you have a bank account in this currency?

您/貴司是否持有上述外幣的銀行帳戶?

☐ Yes 是的 ☐ No 不

Is there an intermediary bank/special instructions to receive this currency?

是否有中介銀行/特殊收款指示?

☐ Yes 是的 ☐ No 不

If yes, please provide (a bank letter) international wire instructions for receiving requested currency

請提供 (由您/貴司的銀行發出的) 國際電匯指示以接收上述外幣。

Included 已提供



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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

This section is to be completed by lululemon business

Payment Processing Information:

Would you like your supplier to upload invoices using the Coupa Supplier Portal (CSP) ?*

☐ Yes ☐ No

If Yes, please provide the suppliers contact name and email address for the CSP Invite

Contact Name: _____ Email Address: _____

*Please note that if your vendor uses CSP, they are *not* able to email invoices to the lululemon mailbox, and *all* invoices must be processed through CSP

Company Type:

Please provide a brief description of product:

Where will goods/services be physically provided/delivered? ☐ Hong Kong ☐ 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](#)*

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: ☐ HKD ☐ USD ☐ 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

Major Banks in Hong Kong: Bank Number and BIC / Swift Code Reference Table			
銀行名稱	Bank Name	Bank Number 銀行號碼	SWIFT Code
中國銀行(香港)有限公司	Bank of China (Hong Kong)	012	BKCHHKHH
交通銀行	Bank of Communications	027	COMMHKHH
東亞銀行有限公司	Bank of East Asia, The	015	BEASHKHH
中信銀行國際有限公司	China CITIC Bank International	018	KWCHKHH
中國建設銀行(亞洲)股份有限公司	China Construction Bank (Asia)	009	PCBCHKHH
集友銀行有限公司	Chiyu Banking Corporation	039	CIYUHKHH
創興銀行	Chong Hink Bank	041	BHKHH
花旗銀行 (香港)	Citibank (Hong Kong)	250	CITIHKAX
大新銀行有限公司	Dah Sing Bank	040	DSBAHKHH
星展銀行(香港)有限公司	DBS Bank (Hong Kong)	016	DBSSHKHH
富邦銀行(香港)有限公司	Fubon Bank (Hong Kong)	128	TPBKHKHH
恒生銀行有限公司	Hang Seng Bank	024	HASEHKHH
香港上海滙豐銀行有限公司	Hongkong and Shanghai Banking Corporation	004	HSBCHKHH
中國工商銀行(亞洲)有限公司	Industrial and Commercial Bank of China (Asia)	072	ICBKHKHH
南洋商業銀行有限公司	Nanyang Commercial Bank	043	NYCBHKHH
大眾銀行(香港)有限公司	Public Bank (Hong Kong)	028	PBBEHKHH
上海商業銀行有限公司	Shanghai Commercial Bank	025	SCBKHKHH
渣打銀行(香港)有限公司	Standard Chartered Bank (Hong Kong)	003	SCBLHKHH
大生銀行有限公司	Dah Sing Bank Limited	061	TSBLHKHH
永隆銀行有限公司	Wing Lung Bank	020	WUBAHKHH