



Japan: Vendor Onboarding Form

日本：取引先フォーム

☐ 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):

会社名 (英語)

Vendor bank account name (Half-Byte Katakana):

銀行口座名義 (半角カタカナ)

Vendor contact name and phone number:

取引先担当者/電話番号

Email address(s) for remittance advice:

E-メールアドレス

**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)

(顧客番号/顧客ID(該当する場合))

Local tax/ID Number (Business Registration Number/Individual ID):

課税事業者登録番号

Vendor address:

住所 (英語)

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 (英語)	Bank Name (Half-Byte Katakana) 銀行名 (半角カタカナ)	Branch Name (English) 支店名 (英語)	Branch Name (Half-Byte Katakana) 支店名 (半角カタカナ)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Code 金融機関コード	Branch Code 支店コード	BIC / SWIFT Code	Account Number 口座番号
<input type="text"/>	<input type="text"/>	<input type="text"/>	Account Type (Checking or Savings) 預金種目 (普通・当座)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<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: 以下のいずれかを添付してください。

☐ Void Cheque 無効小切手

☐ Bank Letter 銀行確認書

☐ Online Bank Statement 銀行明細書

In your signed contract or agreement with lululemon, do you intend to receive payment in a currency *other* than your local currency?

Lululemonとの署名済みの契約書もしくは同意書で、現地通貨（円建て）以外の通貨で支払い受領の意向はありますか。

Yes はい

No いいえ

If yes, please answer the following questions: はいと答えた方は、下記の質問に教えてください

What currency do you intend to receive payment in?

どの通貨での支払受領がよろしいですか？

Do you have a bank account in this currency?

その通貨の銀行口座をお持ちですか？

☐ Yes はい

☐ No いいえ

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

この通貨を受け取るための中継銀行/特別な指示はありますか

Yes はい

No いいえ

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

その通貨の外国送金の銀行情報をお知らせください。

Included ある



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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?

Japan

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:

JPY

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