



Korea: Vendor Onboarding Form

벤더등록양식

☐ New vendor
☐ Updating existing vendor

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

Version 7.0 | March 2025 | issued by Global Financial Shared Services | replaces version 6.0

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):

법인/사업자명 (영어)

Vendor bank account name (Korean):

법인/사업자명 (한글)

Vendor contact name and phone number:

법인/사업자 담당자 이름 및 전화번호

Email address(s) for remittance advice:

전자 송금시 연락 받을 이메일 주소

**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)

룰루레몬 고객번호 또는 아이디 (해당되는 경우)

Business Registration Number or Resident ID:

사업자등록번호 or 주민등록번호

Vendor address:

사업장주소 (영문)

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) 은행명 (영어)	Bank Name (Korean) 은행명 (한글)	Bank Code 현지 은행 번호
BIC / SWIFT Code 스위프트 코드	Account Number 현지 계좌 번호	Name on account 계좌주명

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: ☐ Void Cheque ☐ Bank Letter ☐ Online Bank Statement

Required Documents for Submission: Copy of business registration certificate 등록 벤더의 사업자등록증 사본

***필수 제출 서류:** Copy of corporate/business account 법인/사업자 계좌 사본

Copy of resident registration card for non-business entities 비사업자의 경우 주민등록증 사본

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

룰루레몬과 체결한 계약서에서, 현지 통화가 아닌 다른 통화로 지급을 받으실 의향이 있습니까?

Yes 예

No 아니오

If yes, please answer the following questions: 만약 "예"라면 아래 질문에 답변해 주세요:

What currency do you intend to receive payment in?

어떤 종류의 통화로 지급을 받기를 원하십니까?

Do you have a bank account in this currency?

상기 통화로 개설된 은행계좌를 보유하고 계십니까?

☐ Yes 예

No 아니오

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

이 통화를 받기 위한 중개 은행/특별 지침이 있습니까?

☐ Yes 예

No 아니오

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

요청한 통화로 지급받기 위해 (귀하의 은행에서) 국제 전신 거래를 제공하십시오

☐ Included 포함되었습니다



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벤더등록양식

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? ☐ Korea ☐ 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: KRW ☐ 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 Korea: Bank Number and BIC / Swift Code Reference Table

은행명	영문 은행명	현지 은행 번호	SWIFT code
한국은행	BANK OF KOREA	001	BOKRKRSE
산업은행	KOREA DEVELOPMENT BANK	002	KODBKRSE
기업은행	INDUSTRIAL BANK OF KOREA	003	IBKOKRSE
국민은행	KB KOOK MIN BANK	004	CZNBKRSE
KEB 하나은행	KOREA EXCHANGE BANK (HANA BANK)	081	KOEXKRSEXXX
수협중앙회	NATIONAL FEDERATION OF FISHERIES COOPERATIVE	007	NFFCKRSE
한국수출입은행	KOREA EXIMBANK	008	EXIKKRSE
농협은행	NONGHYUP BANK	011	NACFKRSE
지역 농협	NONG HYUP	012	NACFKRSE
우리은행	WOORI BANK	020	HVBKKRSEXXX
SC 제일은행	STANDARD CHARTERED KOREA LIMITED	023	SCBLKRSE
씨티은행	CITIBANK KOREA	027	CITIKRSX
대구은행	DAEGU BANK	031	DAEBKR22
부산은행	BUSAN BANK	032	PUSBKR2P
광주은행	THE KWANGJU BANK, LTD	034	KWABKRSE
제주은행	JEJU BANK	035	JJBKKR22
전북은행	JEONBUK BANK	037	JEONKRSE
경남은행	KYONGNAM BANK	039	KYNAKR22XXX
HSBC 은행	HONGKONG AND SHANGHAI BANKING CORPORATION	054	HSBCKRSE
도이체뱅크	DEUTSCHE BANK	055	DEUTKRSE
제이피모간체이스 은행	JP MORGAN CHASE	057	CHASKRSX
미즈호은행	MIZUHO CORPORATE BANK	058	MHCBKRSE
미쓰비시도쿄 UFJ 은행	THE BANK OF TOKYO-MITSUBISHI UFJ	059	BOTKKRSX
뱅크 오브 아메리카은행	BANK OF AMERICA	060	BOFAKR2X
중국공상은행	INDUSTRIAL AND COMMERCIAL BANK OF CHINA	062	ICBKKRSE
중국은행	BANK OF CHINA	063	BKCHKRSE
신한은행	SHIN HAN BANK	088	SHBKKRSE
카카오은행	KAKAO BANK CORP	090	KAKOKR22XXX

* xxx 는 보조 코드로, xxx 가 있다면 해당 은행 홈페이지에서 확인 해주세요