



Macau: Vendor Onboarding Form

澳門：廠商合作登記表

☐ 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件

**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) 分行名稱 (英文)	Account Name 銀行戶口名稱 (如跟公司名稱不同)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Bank Code 銀行編號	Branch Code 分行編號	BIC / SWIFT Code 銀行國際代碼	Account Number 賬戶號碼
<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: 為取得我們完成廠商設定或變更廠商設定所需的所有資訊，必須提供相關銀行資訊。請附上以下其中一項：

☐ Void Cheque 作廢空白支票 ☐ Bank Letter 銀行開戶證明 ☐ Online Bank Statement 線上銀行對帳單

In your signed contract or agreement with lululemon, do you intend to receive payment in a currency *other* than your local currency?
 在您與 lululemon 簽署的合約或協議中，您是否打算以您當地貨幣以外的貨幣收受款項？

Yes 是 No 否

If yes, please answer the following questions 如答案為是，請回答以下問題：

What currency do you intend to receive payment in?

您打算以哪種貨幣收受款項？

Do you have a bank account in this currency?

您是否有該貨幣的帳戶？

☐ Yes 是 No 否

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 No 否

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

請提供用於收受您指定貨幣的國際匯款指示 (請跟您的銀行索取)

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*

CompanyType:

Please provide a brief description of product:

Where will goods/services be physically provided/delivered? ☐ Macau ☐ Hong Kong ☐ 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:

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

Please 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*