lululemon

Mexico: Vendor Onboarding Form

View our Vendor Code of Ethics here
Revisa nuestro código de ética de proveedores aquí

☐ New vendor
☐ Updating existing vendor

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To ensure timely payment of invoices, this form must be completed in full, with relevant supporting documents attached prior to the first invoice received
Para asegurar el pago oportuno de facturas, éste formulario debe ser llenado por completo con los documentos relevantes como soporte, antes de recibir la primer factura.

Vendor legal name:
Nombre Legal o Razón social

Doing business as: *(if applicable)*
Nombre Comercial *(si aplica)*

Vendor contact name and phone number:
Nombre de contacto y número telefónico

2nd Vendor contact name and phone number:
2do Nombre de contacto y número telefónico

**Please provide 2 contacts - the names above will be contacted to verify bank changes, please let us know if there are any changes to the contacts provided*
**Por favor proporciona un segundo contacto – el segundo contacto será contactado para verificar cambios en cuentas bancarias, por favor háznos saber si hay algún cambio en las personas de contacto.*

Email address(s) for remittance advice:
Correo electrónico para notificaciones de pago

lululemon's Customer Number/Customer ID: *(if applicable)*
Número de cliente / Cuenta de lululemon *(si aplica)*

Tax Identification Number:
RFC / CURP

Vendor address:
Domicilio Fiscal

Address line 1 / Calle y No. exterior:
Address line 2 / Colonia:
Apt/Suite / No. Interior: City / Ciudad:
State / Municipio: ZIP Code / CP:
Country / País:

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

BANKING INFORMATION / Información Bancaria

Bank Name Nombre de Banco	Bank Code Código de Banco	Branch Name Sucursal	Branch Code No. Sucursal	BIC / SWIFT Code Codigo BIC/SWIFT
Account Number Cuenta CLABE		Name on account Nombre del beneficiario		

ELECTRONIC BANKING DETAILS: I/we hereby authorize **lululemon athletica Inc.** and/or its subsidiaries, hereinafter called COMPANY, to initiate credit entries to my/our Bank Account indicated 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.

__INFORMACIÓN BANCARIA__: Por la presente, yo/nosotros autorizo/autorizamos a __lululemon athletica Inc.__ y/o sus subsidiarias, en adelante denominada la COMPAÑÍA, a realizar transferencias a mi/nuestra cuenta bancaria indicada en la institución financiera mencionada anteriormente, en adelante denominada el BANCO, y a abonar dichos fondos en dicha cuenta. Yo/nosotros reconocemos que el inicio de transacciones internacionales a mi/nuestra cuenta debe cumplir con las disposiciones de la legislación internacional.

Esta autorización permanecerá en pleno vigor y efecto hasta que la COMPAÑÍA haya recibido una notificación por escrito de mi parte (o de cualquiera de nosotros) sobre su cancelación, con el tiempo y en la forma suficientes para brindar a la COMPAÑÍA y al BANCO una oportunidad razonable para actuar al respecto.

Please attach the following documents / *Favor de anexar los siguientes documentos:*

- ☐ *Tax ID certificate / Constancia de Situación Fiscal*
- ☐ *Good standing letter / Opinión de Cumplimiento*
- ☐ *Bank statement cover page / Carátula del Estado de Cuenta*

In your signed contract/agreement with lululemon, do you intend to receive payment in a currency *other* than your local currency? ☐ Yes / *Si* ☐ No
De acuerdo al contrato o acuerdo con lululemon, ¿los pagos se emitirán en otra moneda diferente a su moneda local?

If yes, please answer the following questions / De ser así, conteste las siguientes preguntas:

What currency do you intend to receive payment in?
¿Cuál es la moneda en la que espera los pagos?

Do you have a bank account in this currency? ☐ Yes / Si ☐ No
¿Tiene una cuenta bancaria en esa moneda?

Is there an intermediary bank/special instructions to receive this currency? ☐ Yes / Si ☐ No
¿Requiere algún intermediario o instrucciones especiales para recibir pagos en esta moneda?

If yes, please provide (a bank letter) international wire instructions for receiving requested currency ☐ Included / Incluída
Favor de proveer las instrucciones de pago del banco para recibir fondos en dicha moneda

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Supplier Inclusion and Diversity
Inclusión y diversidad de proveedores

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.

Con el fin de apoyar la iniciativa de fomentar la diversidad en nuestra comunidad de proveedores, requerimos que todos nuestros proveedores, sin importar su condición de diversidad, se registren en "SupplierOne" y mantengan actualizada su información.

To register, please visit / *Para registrarse, visita la pagina:* https://lululemon.supplierone.co

☐ I/our company has completed SupplierOne registration *El registro en "SupplierOne" se ha completado*

This section is to be completed by lululemon employee ***Esta sección es llenada internamente por personal de lululemon***

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*

Vendor Type *For definitions of our vendor types here to learn more* Please Select If Other, please specify

Note: we can only onboard employees as vendors for expense reimbursements that cannot go through Coupa Expense. It is outside of policy to be a lululemon vendor when you are an active employee

Please provide a brief description of product:

Where will goods/services be physically provided/delivered? ☐ MX ☐ USA ☐ CAN ☐ Other

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 60 ☐ Other (Please Select)

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?

If available, please provide a copy of the vendor contract ☐ Included Page on which the payment terms are outlined

Currency: ☐ MXP ☐ 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

Como enviar tu solicitud de registro

Envía tu solicitud a través de Service Now: "Solicitud de registro de Proveedor" + incluye el nombre del proveedor como referencia en el campo de descripción.