

# Vendor Onboarding Form

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

☐ New vendor☐ Updating existing vendor

Version 3.0 | March 2025 | issued by Global Finance Shared Services | replaces version 2.0

**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:** *(this field is entered into vendor database)*

Doing business as: *(if applicable)*

Vendor contact name and phone number:

Email address(s) for remittance advice:

*\*We recommend providing at least 2 email addresses to ensure no communication is missed, and to provide 1 joint mailbox address*

**Ilululemon's Customer Number/Customer ID:** *(if applicable)*

Local tax ID Number:

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Vendor address:

Address line 1:

Address line 2:

Apt/Suite:

City:

State/Province:

Postal Code:

Country:

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

## BANKING INFORMATION

Bank/Financial institution name and bank code

Branch name and branch code

[illegible]

IBAN (if applicable)

Bank account number

SWIFT Code

Name on account (if different to legal name)

*To capture all of the information we need to complete a vendor set-up, or change in vendor set-up, relevant banking information is required. Please attach one of the following:*

☐ Void Cheque    ☐ Bank Letter    ☐ Online Bank Statement

*(Hot Tip: Banking Information must be on official bank letterhead, Company letterhead is not accepted)*

**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.

*Will the vendor self-assess tax?*

☐ Yes ☐ No

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

☐ Yes ☐ No

*If yes, please answer the following questions:*

What currency do you intend to receive payment in?

Do you have a bank account in this currency?

☐ Yes   ☐ No

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

☐ Yes   ☐ No

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

☐ Included



## Vendor Onboarding Form

### 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 employee\***

#### 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\*

#### What is the nature of the vendor?

☐ Good ☐ Service ☐ Rent ☐ Contractor ☐ Other ☐ Employee

*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? ☐ CAN ☐ USA ☐ China ☐ 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 ☐ Net 30

If the requested payment terms differs from our standard 60/30-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: CAD ☐ 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*

# \*\*\*US VENDORS ONLY\*\*\*

Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
<b>7</b> List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>										
				-				-		
<b>or</b>										
<b>Employer identification number</b>										
					-					

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	<b>Signature of U.S. person ▶</b>	<b>Date ▶</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.