

CenterPoint Energy
UPDATE VENDOR MASTER

CREATE CHANGE DELETE

To acquire a New Vendor Request for the headquarters location, complete an additional form for each branch. Email completed form to Vendor.Master@CenterPointEnergy.com. For questions, contact the Vendor Master hotline at (713)207-7870.

BOLD denotes a required field for a new vendor request. **Bold** denotes a field required for any non-PO vendor maintenance.

THIS TOP SECTION FOR CENTERPOINT ENERGY USE ONLY			
IF CHANGE/DELETE/REACTIVATE, CURRENT VENDOR NUMBER	*VENDOR NAME* (from W-9)	OLD VENDOR NAME (for name change)	
REQUESTED BY	VENDOR DBA	OLD VENDOR DBA (for DBA change)	
REQUESTOR PHONE	DATE	MANAGER'S NAME (for non-PO vendors)	
MANAGER'S SIGNATURE (or copy manager when emailing request to Vendor Master)			
COMPANY CODE	PURCHASING ORGANIZATION	*INVOICE/APPR IN WORKFLOW?*	
		<input type="checkbox"/> NO <input type="checkbox"/> YES, PROVIDE SAP DOCUMENT NUMBER (17xxxxxxxx)	
Company: Creating a new vendor in one of the following extends the vendor to the other eight: 0002, 0003, 0024, 0027, 0036, 0062, 0072, 0077, 0082			

PHYSICAL ADDRESS DATA			
PHYSICAL STREET ADDRESS			*CITY*
REGION (State)	*POSTAL CODE*	*COUNTRY*	

CONTROL DATA	
TAX IDENTIFICATION NUMBER (attach W-9 or complete page 4)	DUNS NUMBER (See D&B DUNS number on page 1 for more information)

VENDOR CONTACT INFORMATION			
TELEPHONE NUMBER (1)	EXT	TELEPHONE NUMBER (2)	EXT
FINANCIAL CONTACT PERSON (e.g., Treasurer, A/R Manager)		*FAX OR EMAIL FOR PAYMENT NOTIFICATION*	
FINANCIAL CONTACT PHONE	EXT	FINANCIAL CONTACT EMAIL (for notifying vendor of data changes)	

PAYMENT METHOD	
See <i>Banking information</i> on page 1 for more information.	
<input type="checkbox"/> ELECTRONIC ACH (preferable)	<input type="checkbox"/> WIRE

BANKING INFORMATION			
BANK COUNTRY	*ROUTING NUMBER*	*ACCOUNT NUMBER*	*ACCOUNT HOLDER NAME*
BANK NAME	*BANK CONTACT NAME*		*BANK CONTACT PHONE*

ADDITIONAL COMMENTS

If you are requesting a new vendor, complete this W-9 or attach a W-9 to your request. Detailed instructions are available at www.irs.gov.

Substitute for IRS form W-9	CenterPoint Energy Request for Taxpayer Identification Number and Certification		Give form to the requester. Do not send to the IRS.
Name (as shown on your income tax return)			
Business name, if different from above			
Check the appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Exempt payee <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) _____ <input type="checkbox"/> Other (see instructions)			
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)	
City, state, and ZIP code			
List account number(s) here (optional)			
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 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.			Social security number _____
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose Employer identification number to enter.			Employer identification number _____
CERTIFICATION INSTRUCTIONS - You must cross out item 2 below if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting of interest or dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.			
SECTION II - CERTIFICATION Under penalties of perjury, I certify that:			
1. 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 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. person (including a U.S. resident alien).			
The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.			
Signature of U.S. person		Date	
Name	Title	Telephone number	Fax number