

# NATIONAL GRID SUPPLIER ADD / CHANGE FORM

This form is used to change Supplier information that National Grid currently has on file.

Supplier Name\*: \_\_\_\_\_

National Grid Supplier ID Number(s): \_\_\_\_\_ Tax ID #\* \_\_\_\_\_

National Grid Contact Name: \_\_\_\_\_

## What Information Is Being Added / Changed?

	<b>From</b>	<b>To (or added)</b>
<input type="checkbox"/> <b>Contact Name</b>	_____	_____
<input type="checkbox"/> <b>Company Name**</b>	_____	_____
<input type="checkbox"/> <b>Address</b>	_____	_____
<input type="checkbox"/> <b>Phone #</b>	_____	_____
<input type="checkbox"/> <b>Fax #</b>	_____	_____
<input type="checkbox"/> <b>Email</b>	_____	_____
<input type="checkbox"/> <b>Remit-to Address</b>	_____	_____
<input type="checkbox"/> <b>Tax ID #**</b>	_____	_____
<input type="checkbox"/> <b>Other</b>	_____	_____

\*Mandatory fields

\*\*Any changes to Company Name and or Tax ID will require you to complete a new W-9 form

## Remove/Inactivate (Please explain)

\_\_\_\_\_  
\_\_\_\_\_

## Additional Comments/Information

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

National Grid Buyer Approval : \_\_\_\_\_ Date: \_\_\_\_\_

ERP(s) Updated By : \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ PeopleSoft \_\_\_ Oracle

**NOTE:** Please email any additional change information not included in this document to:  
vendor.onboarding@us.ngrid.com