



Vendor Request Form

Thank you for your interest in Wiegel Tool Works, Inc. DBA Wiegel. Please complete and return attached forms. Internal fraud prevention policies requires that all fields be completed and verified before a client can be added to our databases. Our Quality policy requires that vendors provide the required documentation to verify quality requirements. For questions or concerns call 630.595.6550 x 406 (accounting) X 402 (quality). Please forward completed forms to ap@wiegel.com or fax to 630.595.6373.

Company Name _____ 1099 Required? _____ Tax ID# _____

Remit Address _____

Physical Address _____

A/R Contact _____ Email _____ Phone _____

Bank Name _____

Bank Address _____

Bank Contact _____ Bank Phone number _____

Minority Owned Business? _____ Accept Credit Cards? _____ Preferred Payment Method _____

Quality Control Contact _____ Email _____ Phone _____

I certify that the information is for the purpose of selling goods/services to Wiegel Tool Works, Inc. DBA Wiegel and is warranted true. I or an agent of this company will contact Wiegel Tool Works, Inc. DBA Wiegel in writing of any changes. I further authorize investigation of the information listed pertaining to remittance and banking credentials. (Check items that apply and attach)

- W-9
- ACH Form
- Minority Certificate
- Quality Certificate
- ISO 14001
- OHSAA 18001 or ISO 45001
- Wiegel Supplier Manual
- Wiegel Supplier Manual Signed Form
- Other Certification

Printed Name _____ Signature : _____

Title _____ Date _____

This area is for internal use to be verified by Quality Manager/Director at Wiegel Tool Works, Inc. DBA Wiegel.

Approved per:	QMS Development Priority	Class Level	Accept/Reject Criteria-All must be verified
#1 ISO 9001 2nd party audit compliant (Customer Approved)	High	Class 1	Unipoint 483 Completed (* not required)
#2 ISO 9001 3rd party registered	Medium	Class 2	Unipoint 477 Completed (*not required)
#3 #2 plus 2nd party audit compliance to CSRs	Low	Class 3	Quality Manual Acknowledgment Received
#4 #2 plus 2nd party audit compliance to IATF 16949		Class 4	Quality Certification Received
#5 IATF 16949 3rd party registered		Class 5	Aro Existing Supplier *
		Class C	Wiegel Existing Supplier*

Above information was received, verified and entered into Unipoint. This vendor is Approved / Rejected as a supplier to Wiegel Tool Works, Inc. DBA Wiegel. Reason for rejection or other comments:

Printed Name: _____ Title: _____ Date: _____

Signature: _____ Comment: _____

This area is for Internal use to be verified by CEO or Controller.

Above information was verified by: Confirming with one other vendor and bank contact. Name and dates of contacts:

Based on the information provided this vendor is Approved / Declined
Reason for decline or other comments:

Printed Name: _____ Title: _____ Date: _____

Signature: _____



Request for ACH/Electronic Payment Information

As a payment option, Wiegel Tool Works, Inc. DBA Wiegel offers the opportunity to receive payments electronically (ACH). When your funds are submitted electronically, you will be notified of the deposit by either fax or email. The fax or email will provide you with all the information that would normally be on your check stub. To receive payments electronically, you must complete this form, attach a voided check [Not necessary, but recommended] and return both to ap@wiegel.com or 630.595.6373. Please note that invoices can be emailed directly to ap@wiegel.com

Payee Information

Payee Name:		SSN or Federal ID #:	
Remit Address(es) for applicable accounts:			

Bank Information

Bank Name:	
Name on Account:	
Account #:	
Routing #:	

FAX or EMAIL ADDRESS for payment notification.

(Place a check mark in front of the method of notification that you prefer and enter email address / fax number.)

<input type="checkbox"/> Email		<input type="checkbox"/> Fax :	
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Name(s):
Please print _____

Title: _____

Authorized Signature

Date

Wiegel Tool Works, Inc. DBA Wiegel reserves the right to reverse ACH transactions where submission amount or recipient is in error.

