

# Global Supplier Registration Information

## D&B

**Note:** It is preferred that all Symantec suppliers be registered with Dun and Bradstreet (D&B). If you currently are not registered with D&B, go to the D&B website and register to receive your 9-digit registration number. This number should then be included on your iSupplier registration.

If a D&B number is not provided in the iSupplier registration, you are required to provide additional documentation in the form of one of the following documents. Make sure that the company name and address stated on the iSupplier registration match those on the supporting documentation provided:

- Business license
- Legal registration form (from the country's government company registration authorities)
- Registration form from the Chamber of Commerce
- Certificate of Incorporation
- Official tax document
- Active contract between supplier and Symantec
- Financial statement (Japan only)
- Black Economic Empowerment (BEE) Certification (South Africa Only)
- Approval letter from an accounting firm of BEE Certification (South Africa only)
- Sample invoice

To expedite your request, Symantec advises you to complete your iSupplier registration in English.

## Purpose

The iSupplier registration is intended for new suppliers who have been invited by Symantec to become a Symantec supplier. The information provided as part of the iSupplier registration will be entered into the Symantec supplier database.

## No PO/No Pay Policy

No work should be performed until a PO is issued. Invoices must reference a corresponding PO number and invoices without a valid PO number will be returned unpaid.

## Requirements

- Symantec will **not** accept unsolicited iSupplier registrations.
- Symantec will **not** accept incomplete iSupplier registrations. **All** required pages/fields must be completed.
- Symantec requires that the Tax ID field be completed when applicable. Use this field to enter your Tax ID, VAT, ABN, GST, PAN, etc depending on your country specifications.

## Payments

We pay suppliers electronically. Make sure that you provide correct banking details when you enroll.

## Additional Country Specific Requirements

Please note that some countries have additional requirements upon registration. Please see below for any country specific requirements.

### **UNITED STATES (Suppliers Doing Business with Symantec)**

Symantec Corporation is required to obtain and maintain complete, up-to-date, and accurate tax documentation from its suppliers to comply with U.S. tax withholding and reporting obligations, as directed by the U.S. Internal Revenue Service ("IRS").

Each organization in any location that serves as a supplier to Symantec must provide Symantec with the appropriate U.S. tax documentation. You must provide Symantec with an appropriate IRS form (Form W-8BEN or W-9) based on your residency and entity classification for U.S. tax purposes. Your enrollment package will not be processed until you have provided the complete and correct tax documentation.

For your convenience we have provided links to these forms and their instructions on the IRS website.

If you are a U.S. supplier, you need to submit the following form:

[W-9](#)

If you are a non-U.S. resident supplier, complete the following forms:

[W-8BEN](#)

### **MWBE Suppliers**

If your business is a small and/or diverse business, please check the appropriate boxes in the Business Classification section of the iSupplier registration. See Supplier Diversity Definitions ([link to SD Definitions doc](#)) for additional information. Also, please remember to attach a copy(s) of any 3<sup>rd</sup> party certification documents. Further information on our Supplier Diversity location can be found at this [link](#).

### **ARGENTINA (Suppliers Doing Business with Symantec)**

Please enter the VAT Number in Tax ID field

Please enter the CUIT Number in Tax Registration field

Banking: CBU is mandatory

Required Tax Information to be completed in iSupplier registration:

- Origin (Origen)
- Taxpayer ID Type (Nro de CUIT)
- Taxpayer ID Validation Digit (Ultimo digito del CUIT)
- Multilateral Contributor (Y/N) (Convenio Multilateral SI/NO)
- Transaction Letter (Tipo de Factura)
- VAT Registration Status Code (Condicion ante el IVA)
- Legal Address (Y/N) (Direccion Legal SI/NO)
- Beneficiary Bank Address (Direccion del banco beneficiario)
- CAI Number (Nro de CAI)
- CAI Due Date (Fecha de vencimiento de la CAI)

### **BRAZIL (Suppliers Doing Business with Symantec)**

Please enter the CNPJ or CPF in Tax ID field

### **CHINA (Suppliers Doing Business with Symantec)**

Please complete the double-byte fields in addition to the standard English fields

### **JAPAN (Suppliers Doing Business with Symantec)**

Please complete the double-byte fields in addition to the standard English fields

**KOREA (Suppliers Doing Business with Symantec)**

Please complete the double-byte fields in addition to the standard English fields

**TAIWAN (Suppliers Doing Business with Symantec)**

Please complete the double-byte fields in addition to the standard English fields

**INDIA (Suppliers Doing Business with Symantec)**

Suppliers based outside of India doing business in India with Symantec must provide the following additional tax related information:

Name and address of Dispatch/Shipment Location (ORIGIN)

\*\*\*Symantec requires the documents listed below to be provided with invoices for any purchases made from a foreign vendor and in foreign currency to determine Withholding Tax %\*\*\*

1. Non Permanent Establishment Letter (please contact Procurement for the template)
2. Tax Residency Certificate (This document is issued by regional Income Tax Authorities)
3. PAN (Permanent Account Number) issued by Indian Income Tax Authorities
4. End User License Agreement (EULA) (only for software purchases)
5. Original Bill of Entry for all the material purchases