



NEW SUPPLIER ONBOARDING OR EXISTING SUPPLIER PROFILE UPDATES

Five steps to use this form:

1. Indicate your need with a check box selection
2. Provide Business Address/Change Information
3. Provide Business *Contact* Information
4. Enroll in ACH, Electronic, or EFT Payment Program – Company Letterhead
5. New Suppliers be sure to include complete W8 or W9 attachment to email
6. Self-identify Diversity and SBA designation
7. Email the completed form as an attachment to Supplier@Gilead.com with the email Subject: *New Supplier* or Subject: *Existing Supplier Updates*

Step One: indicate your needs (click on the check box)

☐	New Supplier Onboarding Request: Complete all sections and email form as an attachment to Supplier@Gilead.com with the email <i>Subject: New Supplier</i> ☐ One Time Vendor
☐	Existing Supplier Profile Update Request: Complete the Business Address/Change Information in Step Two and provide updated information to <i>section</i> you wish to update. Once complete, email form as an attachment to Supplier@Gilead.com with the email <i>Subject: Existing Supplier Profile Updates</i>

Expect to be contacted within 2 business days with a confirmation of onboarding or updates. If you have not received a confirmation, email Supplier@Gilead.com

Step Two: Complete Business Address/Change Information (all new and existing suppliers)

Supplier Number:		Site Name/Number:	
BUSINESS ADDRESS INFORMATION			
COMPANY NAME:			
PHONE:		FAX:	
COMPANY ADDRESS:			
ADDRESS:			
ADDRESS:			
CITY:		STATE:	
ZIP CODE:			



PO Address Same as Above ☐

PO ADDRESS INFORMATION			
COMPANY NAME:			
PHONE:		FAX:	
COMPANY ADDRESS:			
ADDRESS:			
ADDRESS:			
CITY:		STATE:	
ZIP CODE:			

Step Three: Provide Business Contact Information

BUSINESS CONTACT INFORMATION			
COMPANY NAME:			
TIN (TAX ID NUMBER):			
A/R CONTACT NAME:			
A/R CONTACT EMAIL:			
PHONE:		FAX:	
COMPANY ADDRESS:			
CITY:		STATE:	
ZIP CODE:			
GILEAD PRIMARY CONTACT			
PROTOCOL # (FOR CTA ONLY)			
WHO FILLED OUT THIS FORM IF DIFFERENT THAN A/R CONTACT			
NAME:			
EMAIL ADDRESS:			



Step Four: Enroll in ACH, Electronic or EFT

Please provide the following banking information on ***Company Letterhead***

PRIORITY PAY PROGRAM ENROLLMENT

Click the following box for enrollment.



ELECTRONIC PAYMENT PROGRAM

UNDER THE ELECTRONIC PAYMENT PROGRAM, PAYMENTS ARE MADE THROUGH AUTOMATED CLEARING HOUSE (ACH) OR INTERMEDIARY BANK ACCOUNT NUMBER (IBAN). WITH ACH PAYMENTS, INVOICES ARE PAID ELECTRONICALLY RATHER THAN WITH PAPER CHECK.

NAME ON ACCOUNT:		COMPANY ACCOUNT NAME:	
BANK NAME:		BRANCH NAME:	
ROUTING TYPE:		ROUTING NUMBER:	
SWIFT / IBAN: (EX-US ONLY)			
BANK ACCOUNT NUMBER:			
ACCOUNT ADDRESS: (IF DIFFERENT THAN ABOVE)			
CURRENCY:			
CITY, STATE, AND ZIP: (IF DIFFERENT THAN ABOVE)			
EMAIL ADDRESS FOR NOTIFICATIONS:			



Step Five: IMPORTANT - Complete and attach Current W8 or W9 (*all new suppliers*)

*******Supplier will NOT be set up without Compliant Documentation*******

For new supplier onboarding, be sure to complete and attach Form W8 or W9 with your email submission. Current Forms are available on the IRS web site: <http://www.irs.gov/uac/Forms,-Publications,-and-Other-Tax-Products>

- **W-9 Form**
US vendors (i.e. individuals, organizations, or companies) who operate in the United States or its territories.
- **W-8BEN Form**
Foreign individuals subject to US tax on compensation they receive from a US company.
- **W-8BEN-E Form**
Foreign organizations subject to US tax on compensation they receive from a US company.
- **Form 8233**
Foreign individuals who receive compensation for services performed in the US and fall under a tax treaty exemption between the US and the individuals home country. If the foreign independent contractor does not have a US taxpayer ID number and does not want taxes withheld, then they will need to submit form W7 to the IRS. A copy of the filed W7 must then accompany form 8233.



Step Six: Diversity and SBA designation

Gilead is committed to building relationships with small and diverse businesses that provide quality and competitively priced products and services. Please complete the questions below:

1. **Please select the following that best describes your business:** Determine the business type definition by visiting www.sba.gov for detailed explanation.

☐	Not for Profit (NP) - Any "Not for Profit" organization
☐	Large Business (LB) - Any business that is greater than the size listed in the 3. "Small Business Size Standards"
☐	Small Business Concerns (SB) - A Small Business organized for profit; has a place of business in the United States makes a significant contribution to the U.S. economy by paying taxes or using American products, material or labor; and does not exceed the numerical size standard for its industry. The business may be a sole proprietorship, partnership, corporation, or any other legal form. You can also determine business size standards a www.sba.gov/size

If "SB" selected above, and you are one of the special classifications listed below, please select appropriate category:

☐	Small Disadvantage Business (SDB) - Small Business concerns owned and controlled by socially and economically disadvantaged individuals. As of July 1st 1999, all SDB's must be certified by the Small Business Administration. See www.sba.gov
☐	Small Women Owned (WOB) - Small business concerns owned and controlled by a woman, or women, who are U.S. Citizens and who also control and operate the business.
☐	HUBZone Small Business (HUB) - Small business concerns located on the list of Qualified HUBZone Small Business Concerns maintained and published on www.sba.gov . HUBZone means a historically underutilized Business zone, which is an area located within one or more qualified census tracts, qualified non metropolitan counties, of lands within external boundaries of an Indian reservation.
☐	Veteran Owned Small Business (VO) - Small business concerns owned and controlled by a veteran.



☐	Service-Disabled Veteran Owned Small Business (SDVO) - Small business concerns owned and controlled by a Service-disabled Veteran
--------------------------	--

Please Note: Small Business Size Standards: If the size of the business exceeds the size standard for its overall industry group, it may still be a small business for the specific NAICS (North American Industry Classification System) industry in that group. Some industries have higher size standards than the general one for the industry group. Please review the business size standards located at www.sba.gov/size

2. If “SB” selected above, please provide the information requested.

CERTIFICATION #	
CERTIFYING INDUSTRY	
EXPIRATION DATE:	



REFERENCE: SUPPLIER ACCOUNTS RECEIVABLE GENERAL INFORMATION

Company Overview

Chief Executive Officer: John C. Martin, Ph.D.

Chief Operating Officer: John Milligan, Ph.D.

Chief Financial Officer: Robin Washington

Nature of Business: Biopharmaceutical

Dun & Bradstreet: 18-504-9848

Federal Tax ID#: 94-3047598

Preferred Terms: Net 30

Additional N.A. Operations: Branford, CT; Seattle, WA; Palo Alto, CA; San Dimas, CA; Edmonton, Alberta Canada; Mississauga, Ontario Canada

General Shipping Information:

Non Perishable:

301 Velocity Way

Foster City, CA 94404

Perishable Shipping Addresses:

346 Lakeside Drive Foster City, CA 94404	542 Covina Blvd. San Dimas, CA 91773	199 East Blaine Street Seattle, WA 98102
---	---	---

Gilead Invoicing Information:

A/P e-mail invoices as an attachment with a single invoice per .pdf to: APInvoices@Gilead.com

Purchasing Contact: FCpurchasing@gilead.com

References (Supplier and Bank)

Supplier Reference: VWR International LLC Contact: Charles McWilliams Global Director, Strategic Partners Radnor Corporate Center 100 Matsonford Road Building One, Suite 200 P.O. Box 6660 Radnor, PA 19087, USA Phone: (610) 431-1700 Email: charles_mcwilliams@vwr.com	Supplier Reference: XL Construction Contact: Antonio Santos Corporate Controller 851 Buckeye Court Milpitas, CA 95035, USA Phone: (408) 240-6000 Email: ASantos@XLconstruction.com
Supplier Reference: Launch Incentives, Inc. Contact: Sibylle Coe Principal 13 Funston Avenue San Francisco, CA 94960, USA Phone: (415) 457-1701 Email: Sibylle@launchinc.com	Bank Reference: Wells Fargo Bank 400 Hamilton Avenue Palo Alto, CA 94301, USA Contact: Matt Burke Phone: (650) 855-7509