



VENDOR INFORMATION

(Please complete only the highlighted fields below and submit electronically.)

ACTION REQUESTED:

EFFECTIVE DATE:

GENERAL INFORMATION

VENDOR NAME

VENDOR STREET ADDRESS

VENDOR COUNTRY

VENDOR CITY, STATE, ZIP+FOUR (required)

PHONE NUMBER

FAX NUMBER

ACCOUNTS RECEIVABLE DEPT. CONTACT NAME, NUMBER AND EMAIL

ARE YOU PRESENTLY CERTIFIED AS A MINORITY BUSINESS BY ANY ADVOCACY GROUP OR GOVERNMENT AGENCY?
(IF "YES," PLEASE SEND COPY OF YOUR MOST CURRENT CERTIFICATION)

 Yes No

ARE YOU PRESENTLY CERTIFIED AS A WOMEN OWNED BUSINESS BY ANY ADVOCACY GROUP OR GOVERNMENT AGENCY?
(IF "YES," PLEASE SEND COPY OF YOUR MOST CURRENT CERTIFICATION)

 Yes No

ARIBA INFORMATION

ERIE INSURANCE USES THE ARIBA NETWORK EXCLUSIVELY FOR PURCHASE ORDER AND INVOICE PROCESSING.

*ARIBA ENABLEMENT METHOD - SEE PAGE 3 FOR ARIBA DETAILS

(SELECT OPTION, THEN HIT THE TAB KEY)

REMITTANCE ADDRESS AND CONTACT NAME

PAYMENT/INVOICE PROCESSING EMAIL ADDRESS

ENTERPRISE/FULLY-ENABLED VENDORS PLEASE PROVIDE
ANID NUMBER AND TRR EMAIL ADDRESS

STANDARD/LIGHT ACCOUNT, PLEASE PROVIDE
EMAIL ADDRESS

* IT IS MANDATORY TO SELECT A VERSION OF ARIBA ENABLEMENT.

PAYMENT AND RELATED INFORMATION

PAYMENT TERMS AND REMITTANCE OPTIONS

(SELECT OPTION, THEN HIT THE TAB KEY)

** IT IS MANDATORY THAT YOU ATTACH A COPY OF EITHER YOUR W9 or W8 FORM (whichever is appropriate). **

1099 VENDOR?

 Yes No

TAXPAYER ID NUMBER - FEDERAL ID

TAXPAYER ID NUMBER - SSN

REMITTANCE ADDRESS AND CONTACT NAME

PAYMENT INVOICE PROCESSING EMAIL ADDRESS

IF ACH, PROVIDE:

REMITTANCE DATA FORMAT CTX (ACH Transaction) CCD* (Email)

BANK NAME

BANK CITY AND STATE

ROUTING NUMBER

BANK ACCOUNT NUMBER

EMAIL ADDRESS FOR PAYMENT NOTIFICATION

ACCOUNT TYPE

 CHECKING SAVINGS

I certify that I am authorized to act on behalf of the above-named Vendor and I warrant that all information provided is accurate.

Authorized Signature

Printed Name and Title

Date

ERIE INTERNAL USE ONLY (specify any AP/SVM Approved Exceptions):

Dear ERIE Vendor:

Attached is ERIE Insurance's new **Third Party Code of Conduct**.

This Code is your guide for meeting our expectations when conducting business with ERIE. As a third party doing business with us, we expect you and the people you engage to abide by its principles and practices, and to support and follow the standards of conduct described within.

To access the Code of Conduct, click on the following link: [Erie Insurance Code of Conduct for Third Party Service Providers](#).

Please read at your earliest convenience, no response necessary.

Best Regards,



Karen Skarupski
VP, Corporate Privacy Officer
814-870-3319
Karen.Skarupski@erieinsurance.com



Stephanie Howell
Director, Sourcing & Vendor Mgmt.
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Stephanie.Howell@erieinsurance.com

Connecting with Erie Insurance on the Ariba Network:

The Ariba Network is a website our suppliers use which is a **free and quick** way to receive purchase orders and send invoices.

For any further detailed information or questions regarding Ariba Enablement, please email

ERIESVM@ERIEInsurance.com or visit <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

The free **Light** account uses email notifications to access the purchase orders and invoice statuses. Multiple users can have access to the account and notifications after registration.

This account is easily set up by providing an email.

Features	Light Account	Full-use Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> • Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	<ul style="list-style-type: none"> • Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓

Suppliers have the *option* to upgrade the account to a **full use** account if they do not have an existing full use account. Companies with full use accounts can even potentially have a catalog with ERIE visible to employees to order from.

For information regarding cost of using the Ariba Network, please see following link :

[Ariba Network For Suppliers: Accounts and Pricing | SAP Ariba](#)