



Advantus Corp.
12276 San Jose Boulevard
Building 618
Jacksonville, FL 32223

Tel: 904.482.0091
Fax: 904.482.0099

www.advantus.com

New Domestic Vendor Set-Up Form

Date: _____

Vendor Name: _____

Remit To Address: _____

City: _____ State: _____ Zip: _____

Contact Name (Sales): _____

Email (Sales): _____

Contact Name (A/R): _____

Email (A/R): _____

Telephone Number: _____

Website address: _____

Payment Method: ACH Credit Card Other _____

Please attach copy of W9 to form and payment details (ex. ACH information)



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Advantus Use Only:

All six requests below must be filled in. If not, AP to send back to the person requesting set-up.

Person Requesting Setup: _____

Vendor Alias (if applicable): _____

Vendor Category:

Primary Division: _____

Incoterm: _____

Shipping Place (15 characters max): _____

Payment Terms: _____

Vendor Bill Approver: _____

Notes/Comments: _____

Email to AP@advantus.com for set-up