



## Onboarding Information

This form is to be filled out by new vendors/suppliers to Motive Technologies, Inc.  
If you have any question, please email [vendor\\_creation\\_team@gomotive.com](mailto:vendor_creation_team@gomotive.com)

**What is your company name? (or DBA, if applicable)**

**Who is your Motive Technologies point of contact?**

**Has an NDA been signed?**

**Which of our local entities will you be doing business with?**

- ☐ US
- ☐ Canada
- ☐ Pakistan
- ☐ India
- ☐ Mexico
- ☐ Taiwan
- ☐ United Kingdom
- ☐ Netherlands

**If UK or Netherlands – please provide your VAT # below:**

**What currency will your organization be quoting and billing us under?**

- ☐ USD
- ☐ TWD
- ☐ CAD
- ☐ PKR
- ☐ INR
- ☐ EUR
- ☐ MXN
- ☐ GBP
- ☐ Other: \_\_\_\_\_



**What company name will you be invoicing us under?**

**What are your payment terms? (ie. Net 10, 30, 60, 90)**

**What is your company address? Please provide the city, country and address.**

**Please provide us with a billing point of contact – name**

**Please provide us with a billing point of contact – email (this is so that we can send you an email to set up an account on the coupa supplier portal-for invoice submissions).**

**Please provide your accounts receivable's phone number, when there are bank info changes.**

**Do you offer any early pay incentives?**

☐ Yes

☐ No

**If you've answer yes:**

**Please describe what the early pay incentive(s) are:**



**Can we make payments with a credit card?**

**If we are able to pay with a credit card – is there a cap on how much we can charge on the card?**

**Can the payment be split into multiple credit cards?**

**Are there applicable fees when paying with a credit card?**

**What are the net terms when we pay with a credit card? I.e: due on receipt, net 30, etc.**

**Please provide us with a phone number through which we may contact you.**

**US-BASED ONLY:** If you are a US-based business, could you please indicate if your organization falls under any of the below criteria? For more information on the options, please view the link below:

[Diversity Metrics](#)

- ☐ Minority-Owned Business
- ☐ Woman-Owned Business
- ☐ LGBTQ+ -Owned Business
- ☐ Veteran-Owned Business



- ☐ Disability-Owned Business
- ☐ Disabled Veteran-Owned Business
- ☐ Hispanic-Owned Business
- ☐ N/A

## Acknowledgements:

☐ By checking this box, you acknowledge that invoice payment inquiries and status requests should be sent solely to [apinquiry@gomotive.com](mailto:apinquiry@gomotive.com)

☐ By checking this box, you acknowledge that in the event your company needs to update your bank information, you will send an email to [vendor\\_creation\\_team@gomotive.com](mailto:vendor_creation_team@gomotive.com), containing an updated bank letter or voided check and an updated and signed ACH or Wire Authorization Form.

## Attach to email:

☐ W-9 (2018 form revision). W-8 **if international** (2021 form revision).

- [Blank W-9 Link](#)
- [Blank W-8BEN-E Link](#)

☐ Completed ACH Form/Wire Form that was sent with this email.

- [ACH Payments](#)
- [Wire Payments](#)
- [Wire Payments for Mexico](#)

☐ A voided check, bank letter, or bank statement

☐ SOC 2 and Pen-Test (if you are providing a software service)

☐ Master agreement and any accompanying order forms(s) or statement(s) of work (SOW). If unavailable, please attach any other default terms and conditions available. **Note: These documents do not need to be signed.**