

**Scroll down to locate requirements for supplier enrollment for:**

- \*Colgate Palmolive/Hills United States Supplier
- \*Colgate Palmolive Canada Supplier Requirements
- \*Toms of Maine Supplier Requirements
- \*Colgate Oral Pharmaceuticals Supplier
- \*Colgate Palmolive CORP Supplier Requirements

		Colgate Palmolive/Hills <u>United States</u> Supplier Requirements		Colgate Palmolive <u>Canada</u> Supplier Requirements		Toms of Maine Supplier Requirements	
Field name		Field hint	Data Required	Field hint	Data Required	Field hint	Data Required
GENERAL DATA	Company LEGAL name		Mandatory		Mandatory		Mandatory
	Vendor name (roman)		Optional		Optional		Optional
	Name (trade name) - if different		Mandatory		Mandatory		Mandatory
	Street address	P.O. Box is allowed if there is no street address	Mandatory	P.O. Box is allowed if there is no street address	Mandatory		Mandatory
	City		Mandatory		Mandatory		Mandatory
	District/ county	This field not required for this country		This field not required for this country		This field not required for this country	
	Country		Mandatory		Mandatory		Mandatory
	State/ province/ canton		Mandatory		Mandatory	Mandatory for US	Optional
	Postal code		Mandatory		Mandatory		Mandatory
	PO box		Optional		Optional		Optional
	PO box code		Optional		Optional		Optional
	Language		Mandatory		Mandatory		Mandatory
	Primary phone no		Mandatory		Mandatory		Mandatory
	Fax number		Optional	For Ebuy - mandatory if used as a standard communication type	Optional		Optional
	Email address		Mandatory		Mandatory		Mandatory
Tax Information	Tax category		Optional		Optional		Optional
	Tax code 1	SSC social security number- individual tax number on W9, if vendor has only EIN- it's doubled here	Mandatory	SSC social security number- individual tax number on W9, if vendor has only EIN- it's doubled here - not used for local Canada Vendor	Optional	For local Vendors - mandatory SSC social security number- individual tax number on W9, if vendor has only EIN- it's doubled here	Optional
	Tax code 2	EIN employer identification number, same as tax code 1 for company vendor	Mandatory	EIN employer identification number, same as tax code 1 for company vendor - not used for local Canada Vendor	Optional	For local Vendors - mandatory EIN employer identification number, same as tax code 1 for company vendor	Optional
Mandatory attachments	For domestic Vendors, not required for government agencies and garnishments 1 . W9 Identification number and Certification 2. TIN match - between Vendor name and tax ID 3. Bank data confirmation - signed ACH form For foreign Vendors 1. W8BEN certificate of Foreign of Beneficial Owner for US tax withholding 2. Bank data confirmation - signed ACH form 3. TIN match if foreign Vendor is US tax payer and TIN is on US form	Mandatory	For Domestic Vendors - not required for Canada, government agencies and garnishments 1) Bank data confirmation - signed ACH form For foreign Vendors 1) Bank data confirmation - signed ACH form	Mandatory	For domestic Vendors - all mandatory for US, not required for Canada, government agencies and garnishments 1 . W9 Identification number and Certification 2. TIN match - between Vendor name and tax ID 3. Bank data confirmation - signed ACH form For foreign Vendors 1. W8BEN certificate of Foreign of Beneficial Owner for US tax withholding 2. Bank data confirmation - signed ACH form 3. TIN match if foreign Vendor is US tax payer and TIN is on US form	Mandatory	

		<u>Colgate Oral Pharmaceuticals Supplier Requirements</u>		<u>Colgate Palmolive CORP Supplier Requirements</u>	
Field name		Field hint	Data Required	Field hint	Data Required
GENERAL DATA	Company LEGAL name		Mandatory		Mandatory
	Vendor name (roman)				
	Name (trade name) - if different		Mandatory		Mandatory
	Street address	P.O. Box is allowed if there is no street address	Mandatory	P.O. Box is allowed if there is no street address	Mandatory
	City		Mandatory		Mandatory
	District/ county	This field not required for this country		This field not required for this country	
	Country		Mandatory		Mandatory
	State/ province/ canton	Mandatory for US and Canada	Optional	Mandatory for US and Canada	Optional
	Postal code		Mandatory		Mandatory
	PO box				
	PO box code				
	Language				
	Primary phone no		Mandatory		Mandatory
Fax number	For Ebuy - mandatory if used as a standard communication type	Optional	For Ebuy - mandatory if used as a standard communication type	Optional	
Email address		Mandatory		Mandatory	
Tax Information	Tax category				
		Mandatory for US Vendors SSC social security number- individual tax number on W9, if vendor has only EIN- it's doubled here	Optional	Mandatory for US Vendors SSC social security number- individual tax number on W9, if vendor has only EIN- it's doubled here	Optional
	Tax code 1				
	Mandatory for US Vendors EIN employer identification number, same as tax code 1 for company vendor	Optional	Mandatory for US Vendors EIN employer identification number, same as tax code 1 for company vendor	Optional	
Tax code 2					
Mandatory attachments		For domestic Vendors - all mandatory for US, not required for Canada, government agencies and garnishments 1. W9 Identification number and Certification 2. TIN match - between Vendor name and tax ID 3. Bank data confirmation - signed ACH form For foreign Vendors 1. W8BEN certificate of Foreign of Beneficial Owner for US tax withholding 2. Bank data confirmation - signed ACH form 3. TIN match if foreign Vendor is US tax payer and TIN in on W8 form - optional	Mandatory	For domestic Vendors - all mandatory for US, not required for Canada, government agencies and garnishments 1. W9 Identification number and Certification 2. TIN match - between Vendor name and tax ID 3. Bank data confirmation - signed ACH form For foreign Vendors 1. W8BEN certificate of Foreign of Beneficial Owner for US tax withholding 2. Bank data confirmation - signed ACH form 3. TIN match if foreign Vendor is US tax payer and TIN in on W8 form - optional	Mandatory