



# Apple Supplier Connect User Guide

Updated: July 26, 2020

# Table of Contents

Chapter 1: Welcome to Apple Supplier Connect -----	1
Chapter 2: MyAccess Registration -----	2
2.1 Step 1 of 2: Register your Account -----	2
2.2 Step 2 of 2: Log in and verify/complete your company information -----	7
2.3 Registration or Login Issues -----	8
Chapter 3: Getting Started -----	10
3.1 Navigating Apple Supplier Connect Homepage -----	10
3.2 User Settings and Preferences -----	11
3.3 Manage Multiple Company Records -----	14
Chapter 4: Maintaining Your Company Data -----	15
4.1 Company Information -----	15
4.2 Address -----	19
4.3 Contacts -----	20
4.4 Banking and Tax -----	29
4.5 Attachments -----	46
Chapter 5: Submit Your Company Profile and Next Steps -----	48
5.1 Submit your Company Profile -----	48
5.2 Next Steps -----	49
Chapter 6: How to Resolve Common Errors -----	50
6.1 Legal Agreement Documentation Attachment is Mandatory -----	50
6.2 Enter Valid Characters for Bank Account -----	51
6.3 Invalid Tax Data for Country -----	51
6.4 Withholding Tax Data Questions are Mandatory for each Apple Entity Country -----	52
6.5 Tax Form Attachment is Mandatory for Apple Entity Country -----	52
6.6 Account Type is Mandatory -----	53
6.7 Warning Messages -----	54
Chapter 7: Making Changes After Sending to Apple -----	55
Chapter 8: Apple-Initiated Data Change -----	57

# Chapter 1: Welcome to Apple Supplier Connect

Apple Supplier Connect is a secure, self-service portal that allows you to maintain your company information that is essential to the business relationship between you and Apple. This document will guide you on how to maintain company information such as contact details, tax information, and banking information.

Your company has been invited to complete an approved supplier profile in Apple Supplier Connect. You have been assigned the role of Primary Administrator or Secondary Administrator and you will be responsible for providing and maintaining your company's data that will be used by Apple to send purchase orders, process payments, and other business functions.

**PLEASE NOTE:** Supported browsers include Safari, Internet Explorer/Edge, and Chrome.

Let's get started.

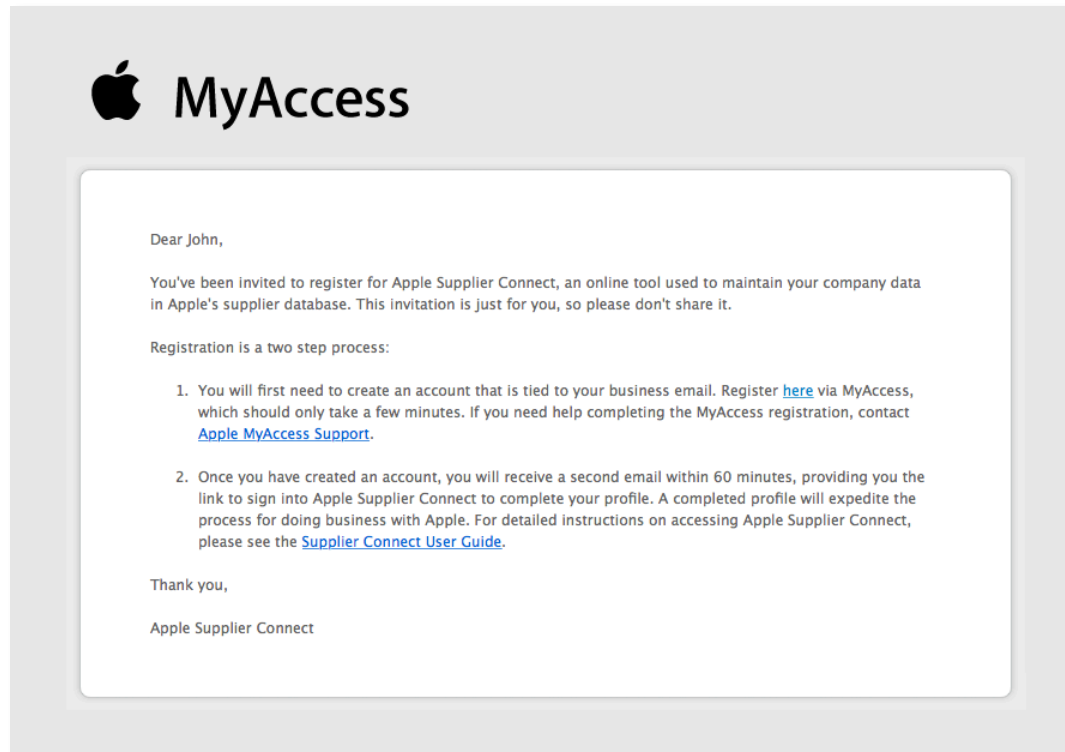
# Chapter 2: MyAccess Registration

Gaining access to Apple Supplier Connect is a two step process. Before you can log into Apple Supplier Connect, you must be invited by an Apple representative or your company's Primary Administrator. You will need to complete the MyAccess registration to obtain an Apple ID that is tied to your business email. Then, in approximately 60 minutes, you will receive a second email providing the link to log into Apple Supplier Connect using the Apple ID and password you previously created.

## 2.1 Step 1 of 2: Register your Account

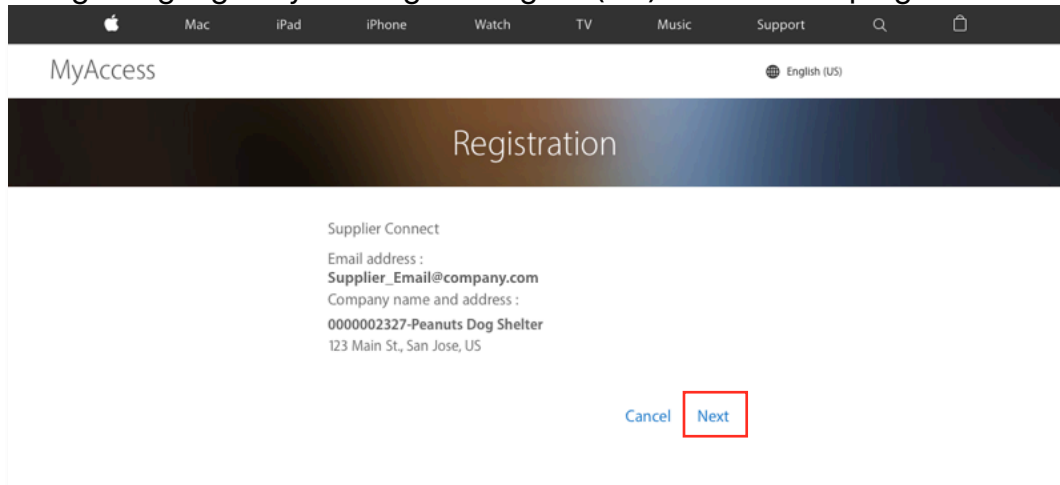
1. You will receive an invitation email from [myaccess.support@apple.com](mailto:myaccess.support@apple.com) to create your account.

**PLEASE NOTE:** If you already have a business Apple ID, you still need to complete this registration process to obtain access to Apple Supplier Connect.

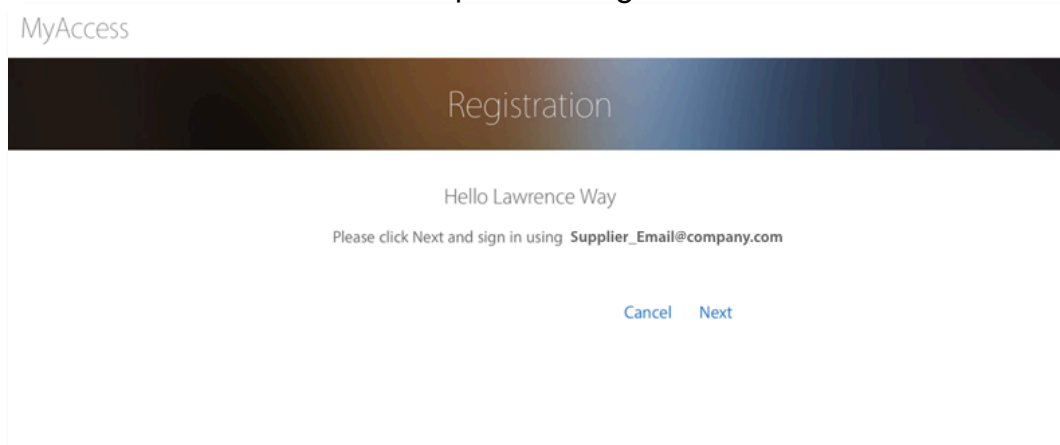


2. When you click on the MyAccess link in the first email, you will see the following screen that includes your email address, company name, and company address. Click **Next**.

**PLEASE NOTE:** MyAccess will default to English, but you can select various foreign languages by clicking the English (US) link on the top right.



**PLEASE NOTE:** If you already have an existing Apple ID that is associated with your business email, you will be asked to sign in using your existing Apple ID. When you are successfully logged in, you will be taken to Step 5 to review the information and complete the registration.



3. Confirm the spelling of your name. You have the option to change it as well. Click **Next**.

MyAccess

## Your Apple ID

John

Smith

Supplier\_Email@company.com

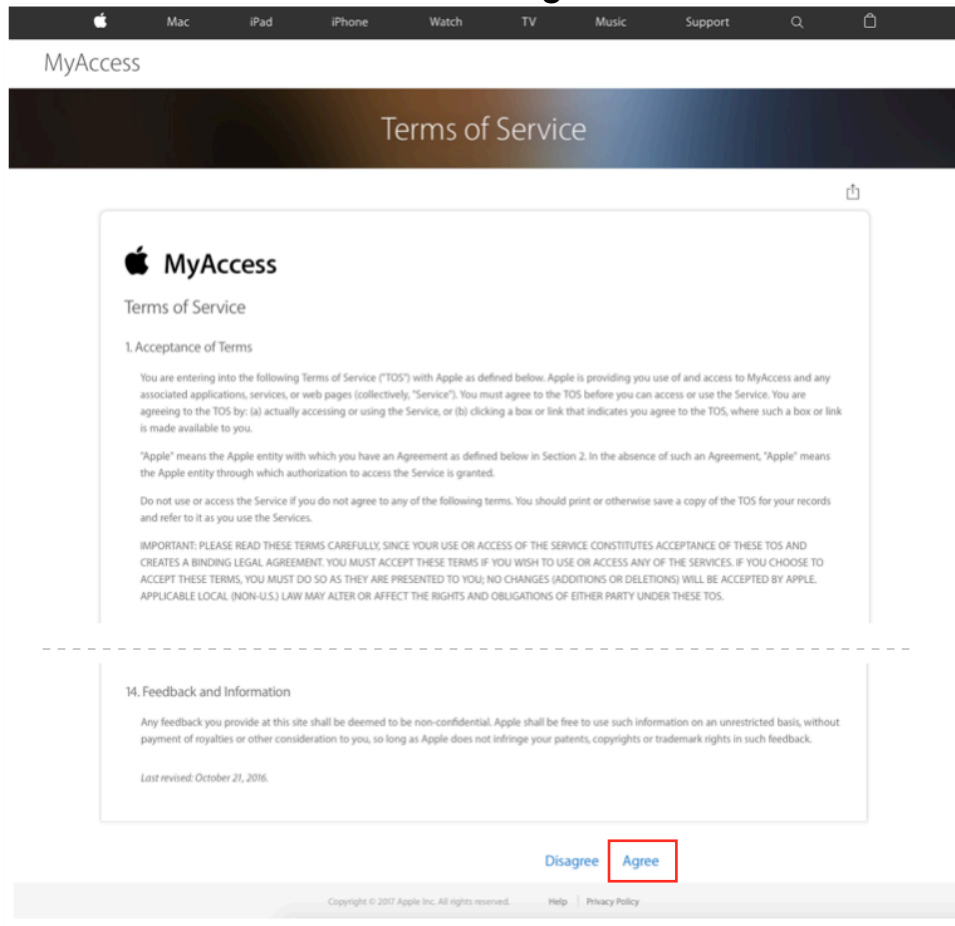
I agree to receive business communications from Apple. ⓘ

Phone(optional)

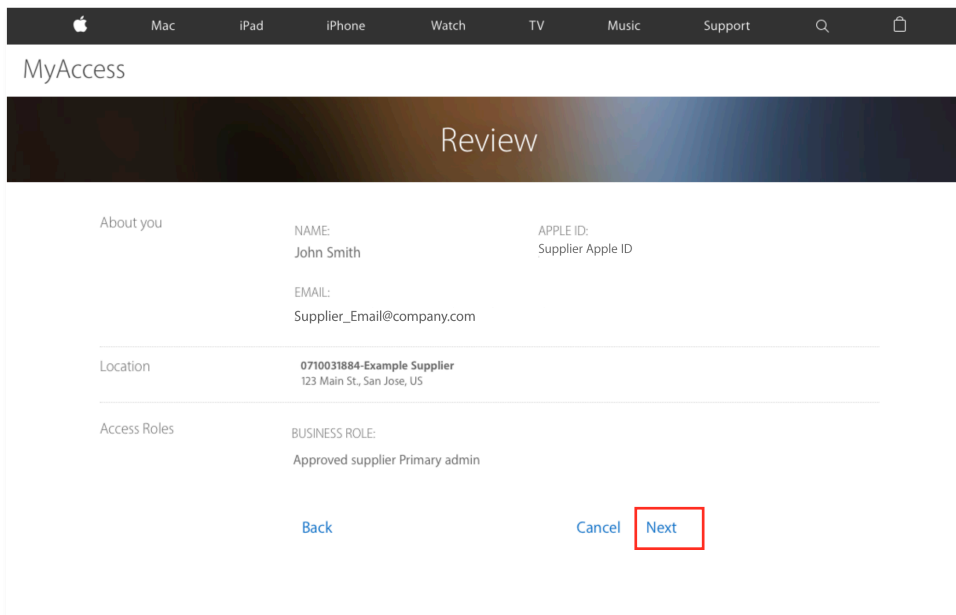
United States

Back Cancel **Next**

4. Read the Terms of Service and click **Agree**.



5. Review the information and click **Next**.



6. In this screen, you will need to create a password, enter your birth date, and provide a phone number for two-factor authentication. Click **Continue**.

Mac iPad iPhone Watch TV Music Support

## Create Your Apple ID

First name: John Last name: Smith

COUNTRY / REGION: United States

Birthday

name@example.com  
Supplier\_Email@company.com  
This will be your new Apple ID.

Password

Confirm password

+1 (United States)

Phone number

Be sure to enter a phone number you can always access. It will be used to verify your identity any time you sign in on a new device or web browser. Messaging or data rates may apply.

Verify with:  Text message  Phone call

- Announcements**  
Get announcements, recommendations, and updates about Apple products, services, and software.
- Apps, Music, TV, and More**  
Get new releases, exclusive content, special offers, and recommendations for apps, music, movies, TV, books, podcasts, Apple Pay, Apple Card and more.
- Apple News Newsletter**  
The best stories, picked by the Apple News editors, delivered right to your inbox.

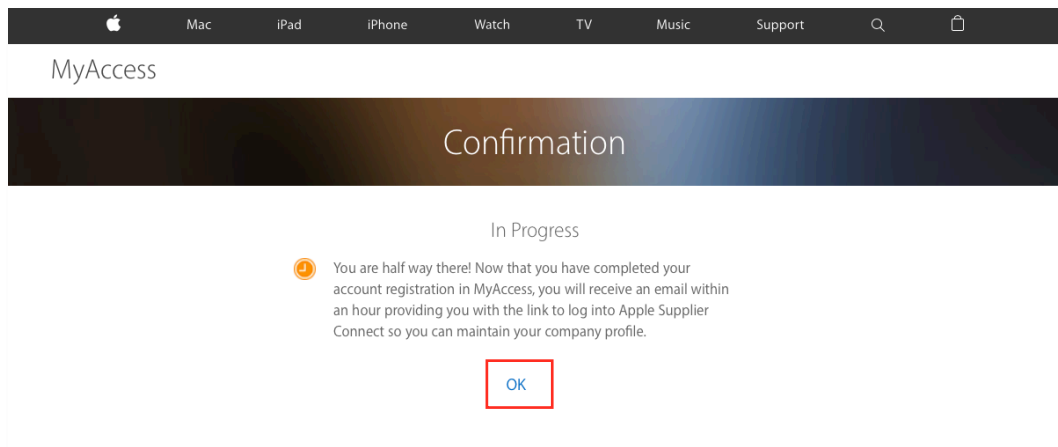
Your Apple ID information is used to allow you to sign in securely and access your data. Apple records certain usage data for security, support, and reporting purposes. See how your data is managed.

**Continue**



7. You will see a confirmation page notifying you that you completed step one of two. No further action is required after clicking **OK**. Please wait for the second email with the Apple Supplier Connect link.

**PLEASE NOTE:** It will take approximately 60 minutes for you to receive the second email with the link to Apple Supplier Connect. You will then be asked to log in and enter your company information.



## 2.2 Step 2 of 2: Log in and verify/complete your company information

Within 60 minutes of registering your Apple ID in MyAccess, you will receive the second email confirming that your account is ready in Apple Supplier Connect. The email will be sent from "donotreply@apple.com" and titled "Apple Supplier Connect: Step 2 of 2".

Click the **Apple Supplier Connect** link and use the business Apple ID and password you registered in section 2.1 (step 6) above.

**PLEASE NOTE:** Make sure your browser is set to allow pop-ups before logging into Apple Supplier Connect.



Dear John,

Thank you for creating an account in Apple Supplier Connect. You must now log in to [Apple Supplier Connect](#) and complete your company profile for Example Supplier in order for Apple to do business with you.

Use the Apple ID, associated with your business email, that you used for account registration in MyAccess from Step 1 of this process. Please complete the following sections before you send to Apple for approval: Company Information, Address, Contacts, and Banking and Tax.

Apple is unable to issue purchase orders or payments until your company profile is completed and approved in Apple Supplier Connect.

**Need Help?**

1. For instructions on using Apple Supplier Connect, please see the [Supplier Connect User guide](#).
2. Please contact [global\\_ap@apple.com](mailto:global_ap@apple.com) with any questions or system issues on how to complete and submit your company information in Apple Supplier Connect.
3. If you forgot your password, you can reset it by going to [iforgot.apple.com](http://iforgot.apple.com).

Thank you,  
Apple Supplier Connect

## 2.3 Registration or Login Issues

If you did not receive the invitation or confirmation email from Apple, try the actions below:

- Check your Spam or Junk folder to ensure the message was not filtered. If the message was filtered, you may find an option to "Mark as good" or "Add sender to white-list".
- Check if your firewall or virus scan is blocking the email notifications.
- Contact your Internet Service Provider (ISP) or Corporate IT department for assistance.
- Contact [myaccess.support@apple.com](mailto:myaccess.support@apple.com) for support.

If you are having difficulty in the registration or login process, try the actions below:

- If you forgot your password, you can reset it by going to [iforgot.apple.com](http://iforgot.apple.com).
- When you log into Apple Supplier Connect, you might get an email from [appleid@id.apple.com](mailto:appleid@id.apple.com) asking you to verify your business email address by

entering a six-digit code. This verification request is sent periodically to keep Apple business applications secure. If you did not receive the verification code, please check your email setting to allow receiving emails from [appleid@id.apple.com](mailto:appleid@id.apple.com).

- If the verification code is not working, please click “Verify later” to receive an email with verification link. Please click the link to verify your email address.

If you have issues with completing the registration process, please contact [myaccess.support@apple.com](mailto:myaccess.support@apple.com) and include an image of the issue.

# Chapter 3: Getting Started

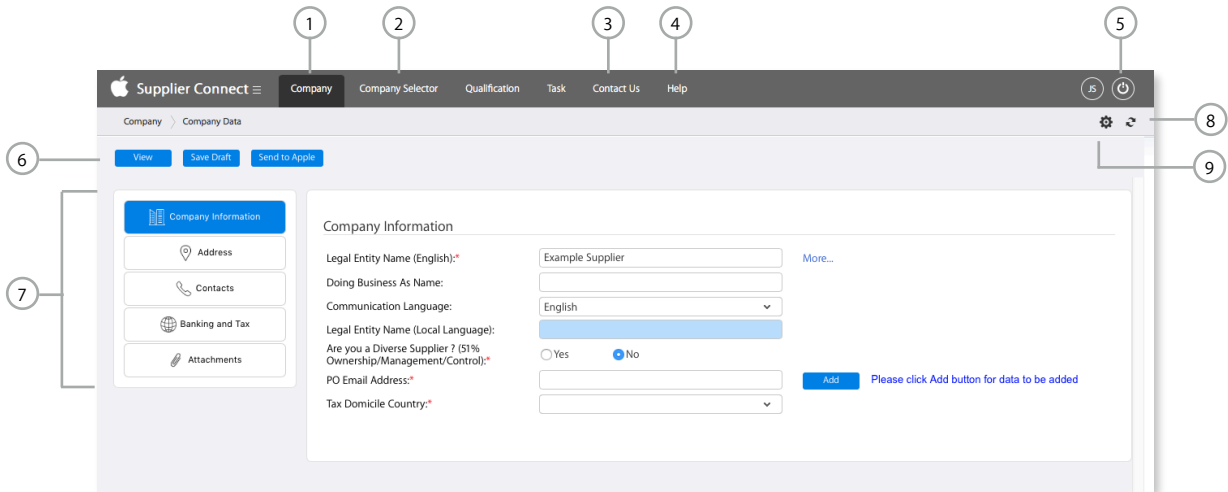
## 3.1 Navigating Apple Supplier Connect Homepage

You can log into Apple Supplier Connect using the following url:  
<https://ep.sap.apple.com>

**PLEASE NOTE:** Supported browsers include Safari, Internet Explorer/Edge, and Chrome.

The Apple Supplier Connect homepage will be displayed once you log in. From the homepage, you can navigate to other sections of Apple Supplier Connect as needed.

See the table below to understand the sections and features available on the menu and toolbar.



1	<b>Company</b>	Default page when you first log in. If you ever get lost, you can always return to the main page by clicking Company.
2	<b>Company Selector</b>	Switch between companies you are the admin for, if applicable.
3	<b>Contact Us</b>	You can send the help desk your issue. Most inquiries are responded to within two business days.
4	<b>Help</b>	Access to frequently asked questions and training material.
5	<b>Log Out</b>	Log out of your account.

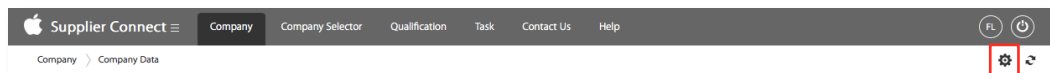
6	<b>View / Save Draft / Send to Apple</b>	Save edits frequently by clicking <b>Save Draft</b> so you do not lose your data. When all of the required information is completed, submit the data to Apple by clicking <b>Send to Apple</b> . Clicking <b>View</b> will cancel any changes since the last Save.
7	<b>Company Data Navigation Panel</b>	Access to Company Profile section: Company Information, Address, Contacts, Banking and Tax, Attachments.
8	<b>Refresh</b>	Clear all changes and refresh the screen to previously saved data.
9	<b>Settings</b>	Edit any user specific settings.

## 3.2 User Settings and Preferences

The first thing you may want to do is modify any settings to your liking. You can set the time zone, language, decimal format, and date format.


**PLEASE NOTE:** If you have edited any information and you click on Settings, any unsaved data on your form will be lost without warning.

1. Click on the **Settings** icon  on the toolbar.

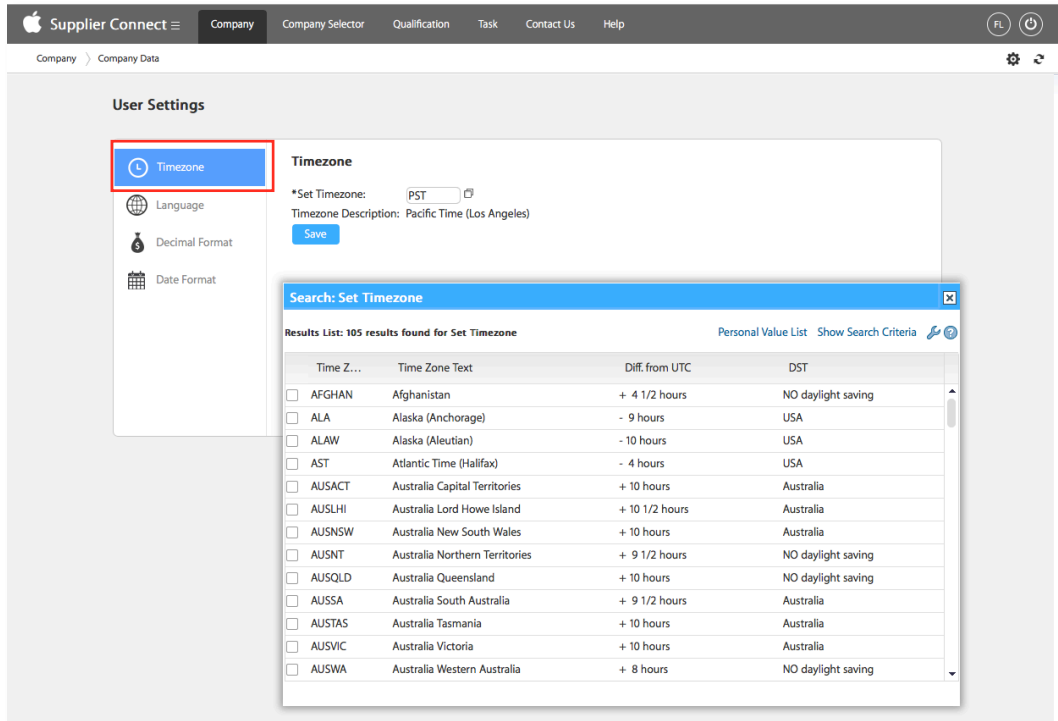


### Timezone

The default time zone will be set to Pacific Time (PST).

1. Click on the **Search** icon  to view over 105 different time zones.
2. Select your preferred time zone.

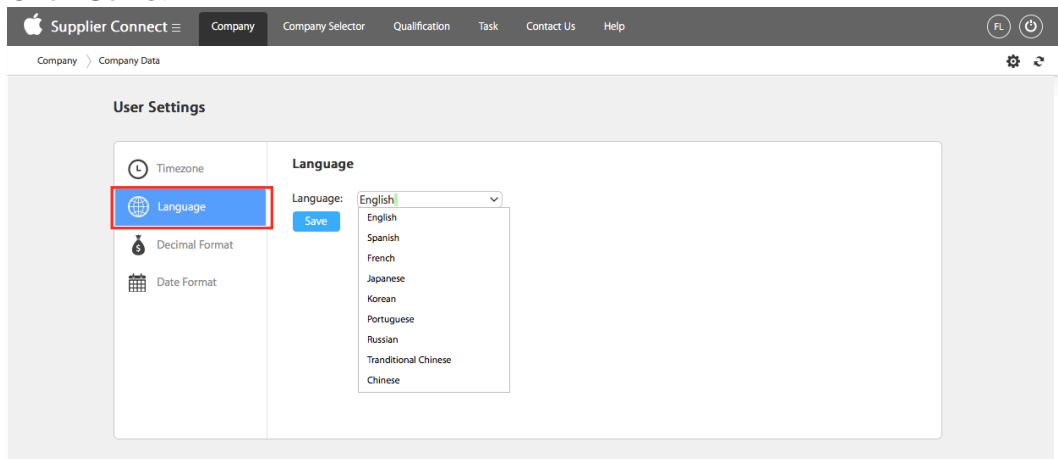
### 3. Click **Save**.



### Language

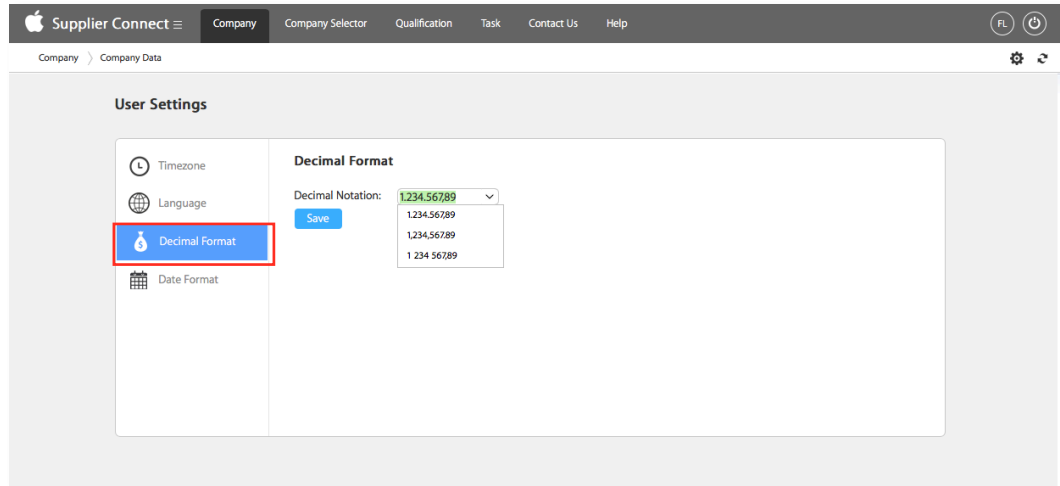
Select the language you wish to use for Apple Supplier Connect. All field labels and buttons will be displayed in this language.

1. Click on **Language** on the left-side navigation bar.
2. Select your preferred language from the drop-down menu.
3. Click **Save**.



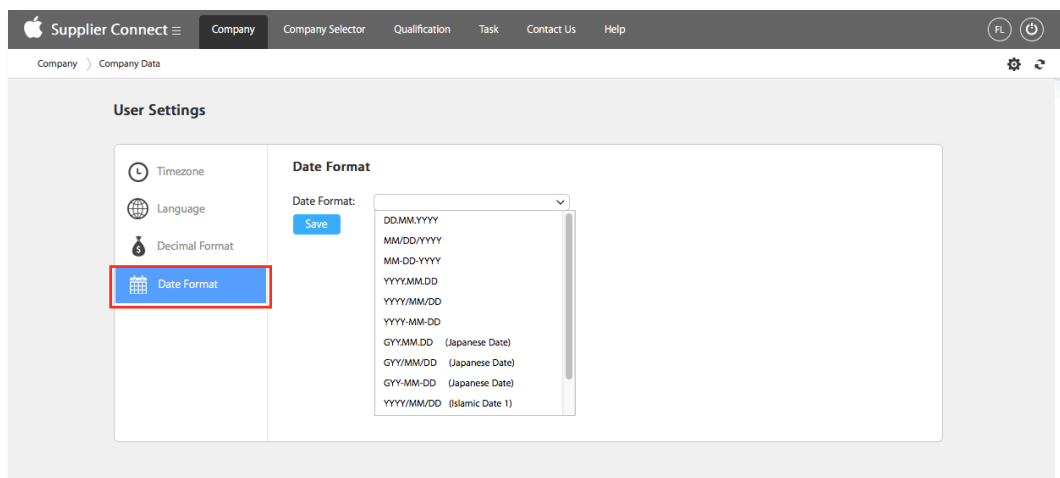
## Decimal Format

1. Click on **Decimal Format** on the left-side navigation bar.
2. Select your preferred decimal format from the drop-down menu.
3. Click **Save**.



## Date Format

1. Click on **Date Format** on the left-side navigation bar.
2. Select your preferred date format from the drop-down menu.
3. Click **Save**.

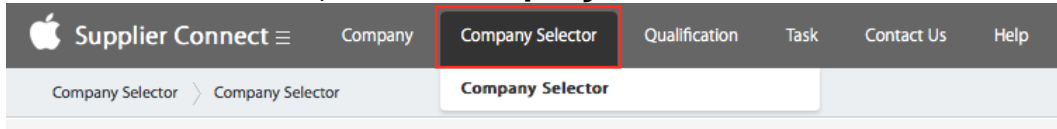


### 3.3 Manage Multiple Company Records

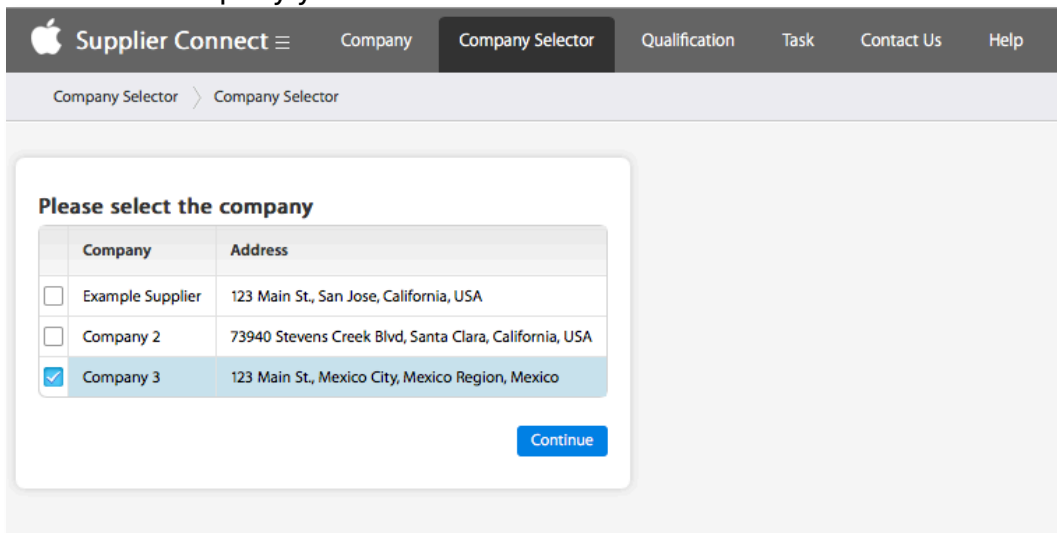
If you are the designated person with access to edit information for multiple company records in Apple Supplier Connect, you can easily navigate between those companies using the Company Selector in the main menu bar.

**PLEASE NOTE:** Before switching companies when editing, please click **Save Draft**. Any unsaved data on your form will be lost.

1. On the main menu bar, click on **Company Selector**.



2. Select the company you wish to view.



3. Click **Continue**.
4. The selected company profile will be opened for editing.

**PLEASE NOTE:** If you don't see the company record you need, please contact your Apple representative or [global\\_ap@apple.com](mailto:global_ap@apple.com) with the SAP vendor number to request access.



# Chapter 4: Maintaining Your Company Data

To complete your company profile in Apple Supplier Connect, you'll need to accurately enter all the required company data. You may also edit the Company Information sections with any changes required to keep your company data current. Once all the required company data is provided, you can submit the record to Apple for verification and approval.

## **PLEASE NOTE:**

- Click the **Save Draft** button as you complete each section so that you do not lose the data. There is no auto-save feature in Apple Supplier Connect.
- Click the **Send to Apple** button after you've entered all the data. If errors are present, you can correct the errors and click **Send to Apple** again. If there are no errors, your data will be submitted to Apple for review and approval.
- If you experience any issues filling in the data that you aren't able to resolve, please contact [global\\_ap@apple.com](mailto:global_ap@apple.com) for assistance.

## 4.1 Company Information

1. Basic company information will be displayed. You will need to review and modify the following fields as necessary:
  - "Legal Entity Name (English)" - must be an exact match to your legal document such as tax form. If your company name is longer than 35 characters including spaces, you can click on the **More...** link to the right of the field to finish entering the complete name.
  - "Doing Business As Name" - can be filled in if the name under which you operate your business differs from its legal, registered name.
  - Verify or select the "Communication Language" - All email communications from Apple Supplier Connect will be sent in the language indicated in this field.
  - Complete the "Legal Entity Name (Local Language)" - This field is mandatory for local suppliers doing business with Apple in China, Taiwan, Japan, Korea, Vietnam, and Russia.

Supplier Connect Company Company Selector Qualification Task Contact Us Help

Company > Company Data

View Save Draft Send to Apple

Company Information

Legal Entity Name (English):\* Example Supplier More...

Doing Business As Name: \*

Communication Language: English

Legal Entity Name (Local Language): \*

Are you a Diverse Supplier ? (51% Ownership/Management/Control):\*  Yes  No

PO Email Address:\* Add Please click Add button for data to be added

Tax Domicile Country:\*

- If you are a diverse supplier, complete this step (If not, go to step 3). Select the **Yes** radio button. You will need to answer two additional questions: "Supplier Diversity Classifications" and "Ethnicity".

**PLEASE NOTE:**

- You will need to click the blue **Add** button for your diversity selection to be added.
- You will need to enter the certificate number and upload a copy of the current certificate in the **Attachments** section before sending to Apple.

Supplier Connect Company Company Selector Qualification Task Contact Us Help

Company > Company Data

View Save Draft Send to Apple

Company Information

Legal Entity Name (English):\* Example Supplier More...

Doing Business As Name: \*

Communication Language: English

Legal Entity Name (Local Language): \*

Are you a Diverse Supplier ? (51% Ownership/Management/Control):\*  Yes  No

Supplier Diversity Classifications:\*  Add Please click Add button for data to be added

Minority Business Enterprise (MBE) Certificate Number:\*

Ethnicity:\*

PO Email Address:\* Add Please click Add button for data to be added

Tax Domicile Country:\*

- The PO Email Address is required. This is the email Apple Purchase Orders will be sent to. If the PO email address on file is not correct, you can click the garbage can icon to remove it. To add a new one, enter the PO email address in the field and click on the blue **Add** button. The new PO email address will then appear below the field.

Supplier Connect Company Company Selector Qualification Task Contact Us Help

Company > Company Data

View Save Draft Send to Apple

Company Information

Legal Entity Name (English):\* Example Supplier More...

Doing Business As Name:

Communication Language: English

Legal Entity Name (Local Language):

Are you a Diverse Supplier ? (51% Ownership/Management/Control):\*  Yes  No

PO Email Address:\* PO\_Email@company.com Add Please click Add button for data to be added

Tax Domicile Country:\*

4. In the "Tax Domicile Country" drop-down, select the country where your company is registered as a Legal Entity.

Supplier Connect Company Company Selector Qualification Task Contact Us Help

Company > Company Data

View Save Draft Send to Apple

Company Information

Legal Entity Name (English):\* Example Supplier More...

Doing Business As Name:

Communication Language: English

Legal Entity Name (Local Language):

Are you a Diverse Supplier ? (51% Ownership/Management/Control):\*  Yes  No

PO Email Address:\* PO\_Email@company.com Add Please click Add button for data to be added

Tax Domicile Country:\*  United States  Outside the United States

**PLEASE NOTE:** If your company is based outside of the United States, but you are doing business with Apple in the United States, you must answer the question whether your company claims US Tax Treaty benefits (an agreement between two countries to minimize the impact of the double taxation).

Tax Domicile Country:\*

U.S. Person or Tax Treaty Claim?:\*  Yes  No

**PLEASE NOTE:** You may have different fields to complete depending on the country selected. For more details, go to Help > FAQ in Apple Supplier Connect menu bar.

5. In the "Government Interaction" section, indicate whether your company will interact with the government (see definition below) on Apple's behalf during the course of your work with Apple.

Indicate whether your company will hire a subcontractor that will interact with the government (see definition below) on Apple's behalf in the subsequent question. If 'yes' to this question, please provide the legal name and country location of the subcontractor.

Government includes local, state/provincial, or national governments, public international organizations, public (government-owned or operated) schools and hospitals, and state-owned enterprises. Government also includes public officials, who are individuals paid with government funds or who perform a public function. This includes individuals who are elected or appointed to public office, as well as individuals who work for the government as defined above.

Supplier Connect Company Company Selector Qualification Task Contact Us Help

Company Company Data

View Save Draft Send to Apple

Company Information

Address Contacts Banking and Tax Attachments

Company Information

Legal Entity Name (English): test04161103 More...

Doing Business As Name:

Communication Language: English

Legal Entity Name (Local Language):

\* Are you a Diverse Supplier? (51% Ownership/Management/Control):  Yes  No

\* PO Email Address:

Add Please click Add button for data to be added

**Government Interaction:**

\* Will your company interact with the government on Apple's behalf as part of this engagement?  Yes  No

\* Will your company hire a subcontractor that will interact with the government on Apple's behalf as part of this engagement?  Yes  No

\* What is the legal entity name of the subcontractor?: SUBCON

\* Country of the subcontractor?: USA

6. Click **Save Draft**.

## 4.2 Address

Please review and update the legal entity address for your company as it is required.

**PLEASE NOTE:** If the country is incorrect, please notify your Apple contact or Supplier Connect Support at [global\\_ap@apple.com](mailto:global_ap@apple.com) to set up a new record.

1. On the Company Data Navigation Panel, click on **Address**.
2. Your company's legal address written in English is displayed in the first line. Edit any information as necessary and click **Save Draft**.

The screenshot shows the 'Supplier Connect' interface for 'Company Data'. The 'Address' section is active, displaying a table with one address entry. Below the table are input fields for various address details.

Selection	Country	Postal Code	City	Region	Delete
<a href="#">Create New Address</a>	USA	95014	Santa Clara	California	

Country:\*

C/O or Attn Name:

Street 1:\*  [More..](#)

City:\*

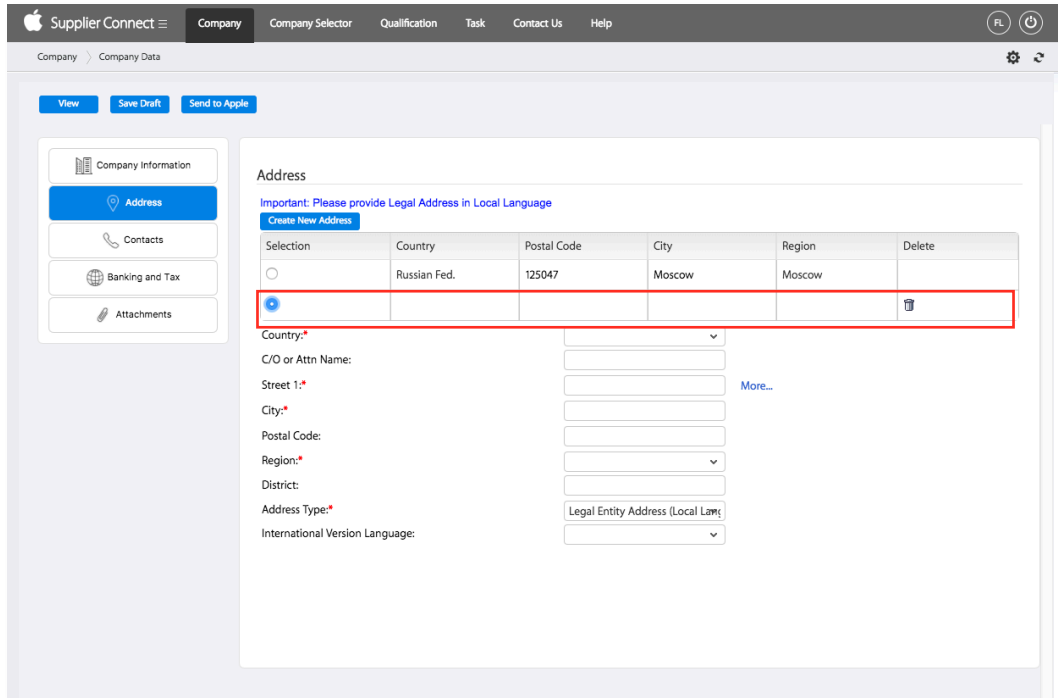
Postal Code:

Region:\*

District:

Address Type:\*

3. For certain Apple Entity countries, you will see a second line for "Legal Entity Address (Local Language)". You will need to complete your legal address in your local language.



**PLEASE NOTE:** The “International Version Language” field will auto-populate with a specific value based on the country you select.

4. Click **Save Draft**.
5. Click the **Create New Address** button to add other addresses for PO, Sales, etc., if desired.

## 4.3 Contacts

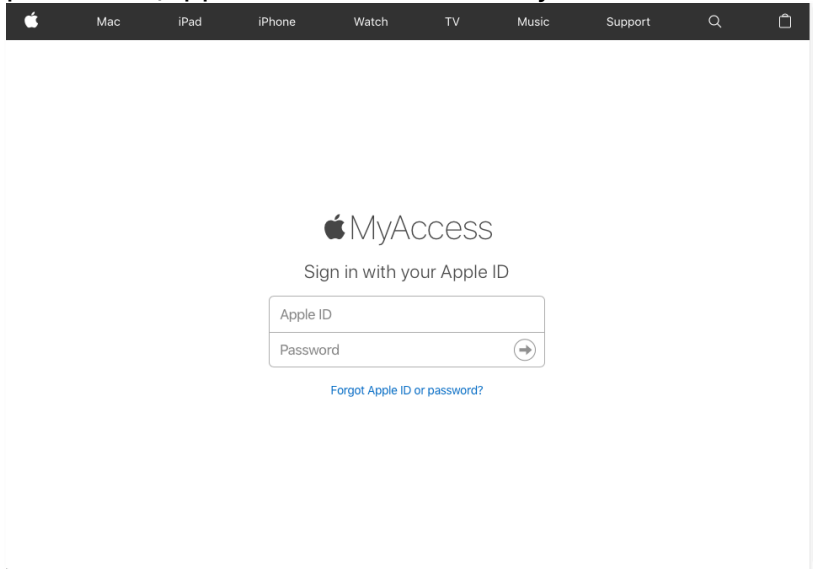
If you are the Primary Administrator, you may add either of the two types of contacts to your company’s profile:

- *Provisioned*, or a Secondary Administrator, who will also have access to edit the information in Apple Supplier Connect.
- *Non-provisioned* contacts who will not be able to log into Apple Supplier Connect, but who will be used as a reference should Apple need to contact your Accounts Payable, Legal, or other departments.

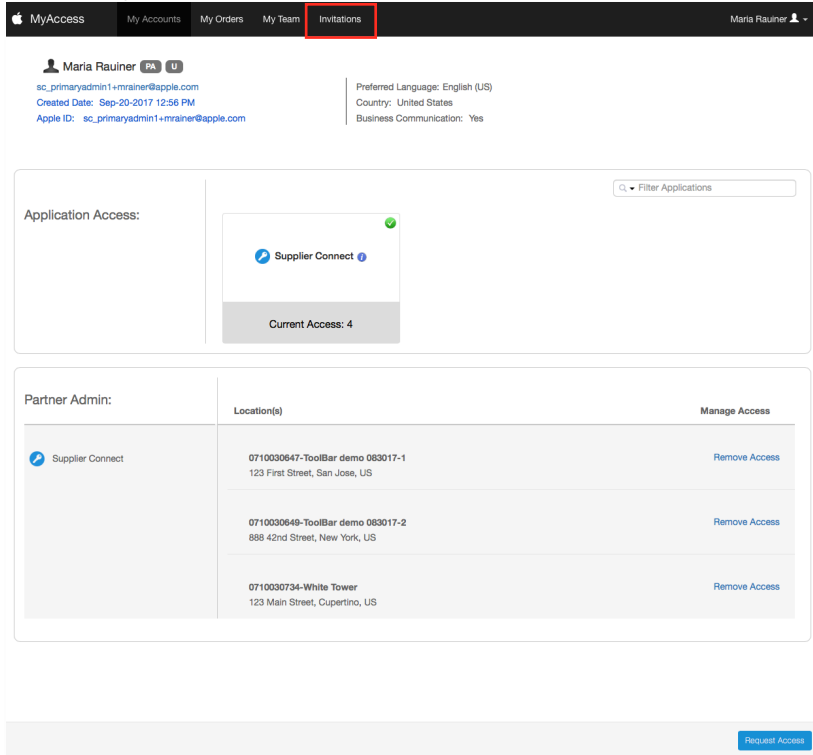
### Add a Provisioned Contact

Provisioned contacts will have access to Apple Supplier Connect and will be able to edit fields. Access is granted via MyAccess ([myaccess.apple.com/ur/](https://myaccess.apple.com/ur/)), rather than Apple Supplier Connect.

1. Log into [myaccess.apple.com/ur](https://myaccess.apple.com/ur) and sign in with your Apple ID and password (Apple ID should be tied to your business email).



2. You may see one or more Apple applications you are granted access to. Under Supplier Connect, you will see the business locations/company records you are able to update. On the menu bar, click on **Invitations**.



3. Click on the **Supplier Connect** radio button.

The screenshot shows the 'MyAccess' interface for 'Invitations'. The 'Invite Name' field contains 'Maria Rauiner - Oct/20/2017 09:35 AM'. Under 'Select an Application:', the 'Supplier Connect' radio button is selected and highlighted with a red box. Below this, the 'Select a Location:' section is empty with the instruction 'Select an application to list down the locations.'. The 'User(s):' section has fields for 'First name:', 'Last name:', and 'Email:'. The 'Options:' section includes 'Start Date' (Oct 20, 2017), 'Expiration Date' (1 month), and 'Language' (Choose one...). The 'Terms of Service:' section contains a legal disclaimer. At the bottom right, there are 'Cancel' and 'Invite Users' buttons.

4. You will see one or more business locations/company records you have access to. Select the location you intend to add a new contact.

This screenshot shows the 'MyAccess' interface after selecting an application. The 'Selected Application: Supplier Connect' is displayed. The 'Supplier Connect' radio button is now selected. The 'Select a Location:' section contains a list of three locations, with the first one selected and highlighted by a red box:

- 0710030647-ToolBar demo 083017-1  
123 First Street, San Jose, US
- 0710030734-White Tower  
123 Main Street, Cupertino, US
- 0710030649-ToolBar demo 083017-2  
888 42nd Street, New York, US

5. In the User(s) section, type in the first name, last name, and business email address of the person you want to give access to Apple Supplier Connect. You can only add contacts with the same email domain as your business email domain.



The screenshot shows a form titled "User(s):" with three input fields: "First name:" containing "Dylan", "Last name:" containing "Bryce", and "Email:" containing "Dylan\_Bryce@company.com". Below these fields is a section titled "Access Roles" with a "Business role:" dropdown menu currently set to "Select". A blue plus sign is visible to the right of the email field.

6. Under "Access Roles", select **Approved Supplier Secondary Admin**.

This screenshot shows the "Business role:" dropdown menu expanded. The options listed are "Select", "Approved supplier Secondary admin", "Bank Admin", "SPR Supplier admin", and "Tax Admin". The "Approved supplier Secondary admin" option is highlighted with a red rectangular box.

7. In the Options section, you can change the expiration date or language.
- Expiration Date - By default, the new user invitation will expire in one month, but you can set it to either 2, 3, 4 months, or set your own expiration date.
  - Language - Users will receive emails in English by default. You may choose to have them receive emails in the following languages: Korean, Japanese, Traditional Chinese, Simplified Chinese, Spanish, Portuguese, and Russian.

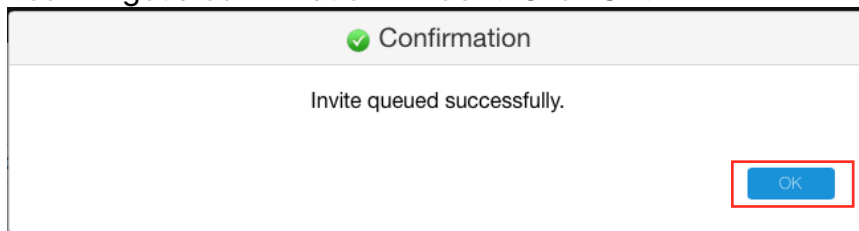
The screenshot shows an "Options:" section with four settings: "Start Date" (Oct 20, 2017), "Expiration Date" (1 month), "Supplier Connect" (Supplier Connect User Invite), and "Language" (Choose one...). Each setting is accompanied by a dropdown menu.

8. To add more people, click on the plus sign.

This screenshot shows the "User(s):" form with the "Business role:" dropdown set to "Approved supplier Secondary admin". A red rectangular box highlights the blue plus sign to the right of the email field.

9. Read the Terms of Service and click on the blue **Invite Users** button in the bottom-right corner. This will send the email to the person you identified.

10. You will get a confirmation window. Click **OK**.

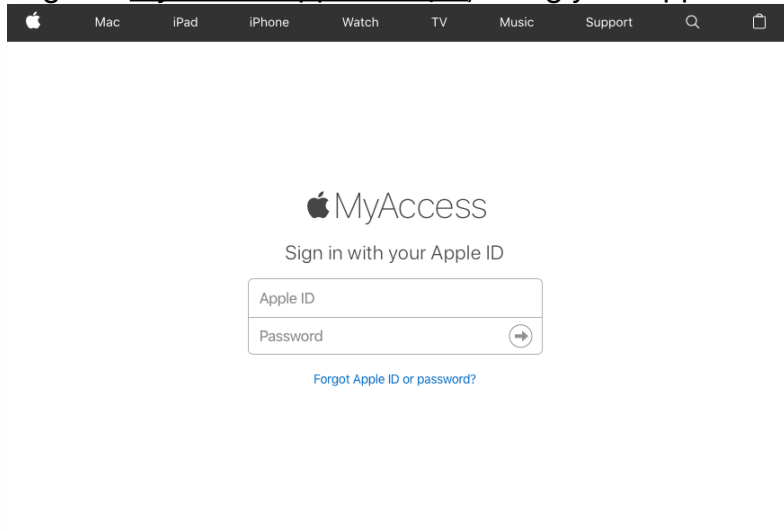


Once you have submitted the MyAccess invitation request, the new user(s) will receive an invitation email from [myaccess.support@apple.com](mailto:myaccess.support@apple.com) to register an Apple ID for Apple Supplier Connect. After their Apple ID is created, the new contact will receive a confirmation email providing them the link to log into Apple Supplier Connect.

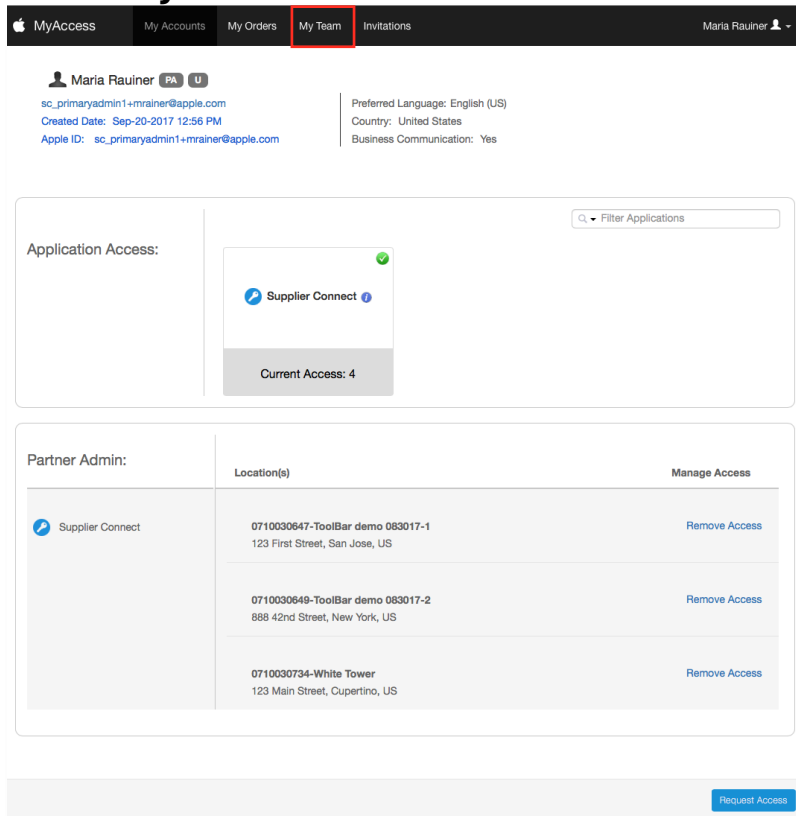
### Removing Administrator Access

You are responsible for maintaining the user access list for your company. Removing access to Apple Supplier Connect is done through [myaccess.apple.com/ur/](https://myaccess.apple.com/ur/).

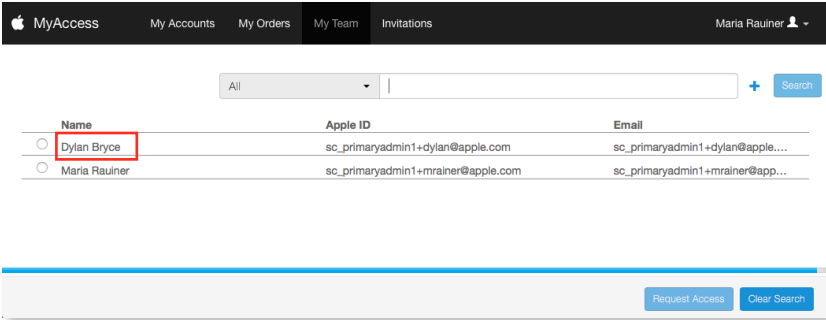
1. Log into [myaccess.apple.com/ur/](https://myaccess.apple.com/ur/) using your Apple ID and password.



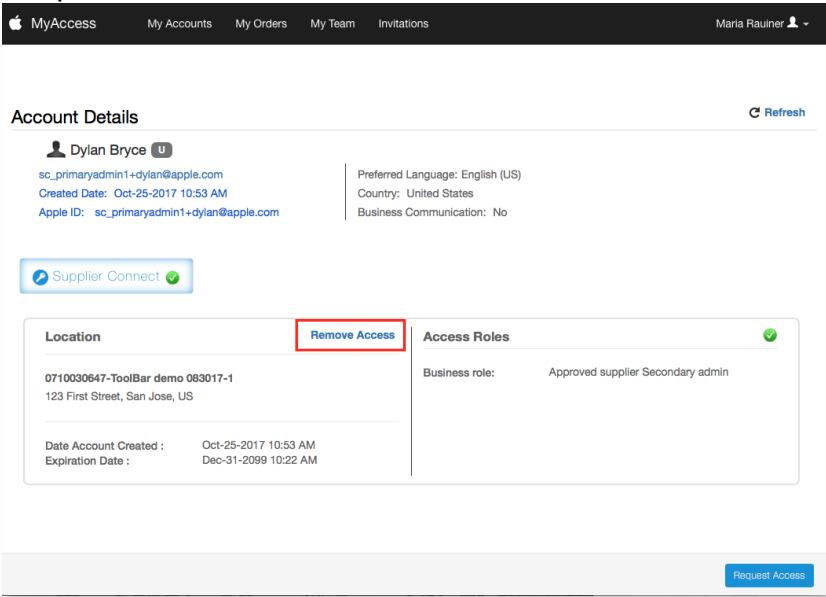
2. Click on **My Team** in the menu bar.



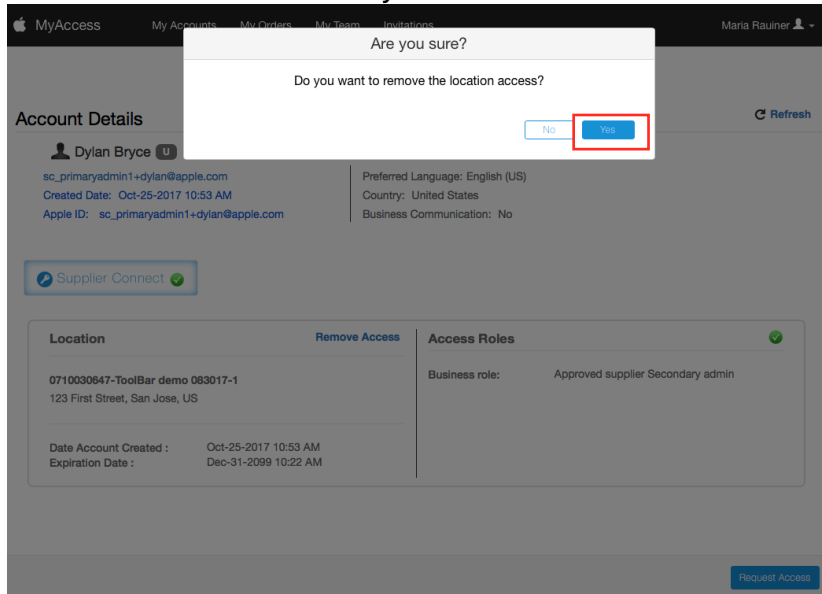
3. Select the name of the individual to have access removed.



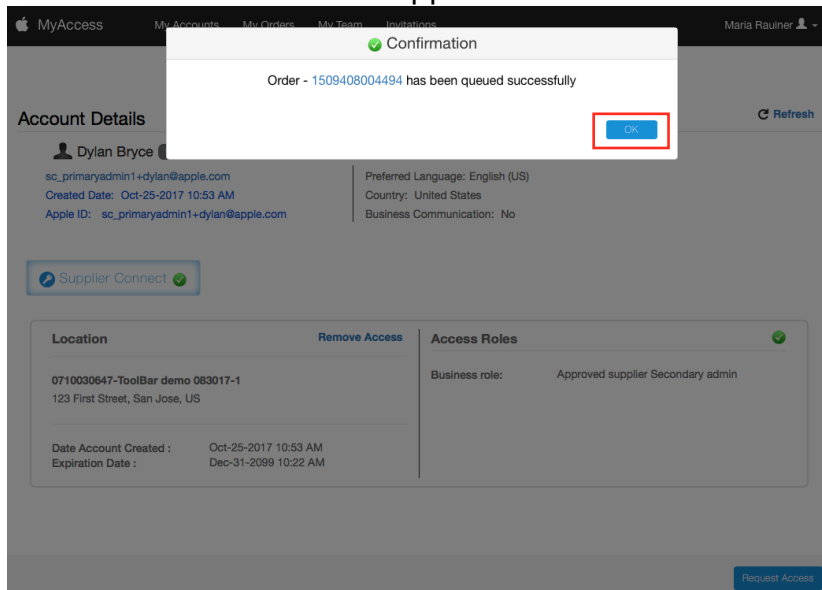
4. Click on **Remove Access** for each of the location/company record to which the person has access.



5. You'll be asked to confirm your action. Select **Yes**.



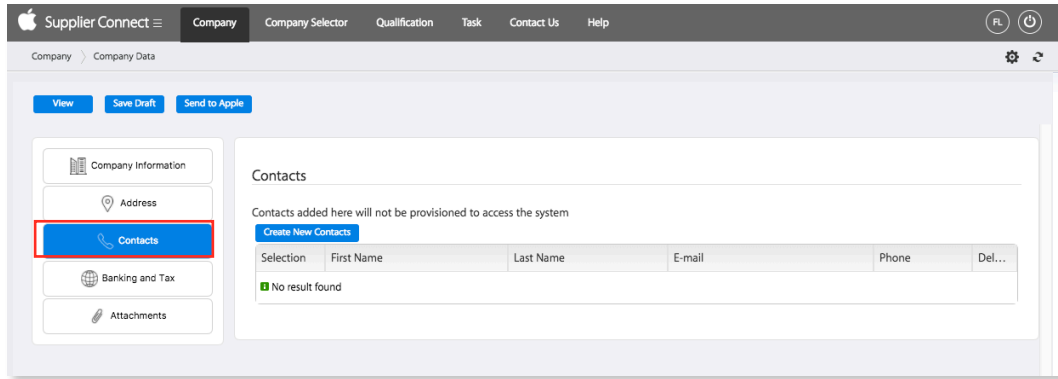
6. A confirmation window will appear. Click **OK**.



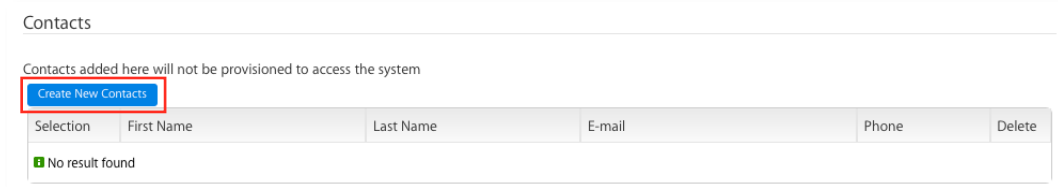
### Add Non-Provisioned Contacts

Non-Provisioned contacts will not have access to log in or edit your company's information in Apple Supplier Connect. They are references for Apple in case we need to reach someone in Accounts Payable, Legal, or other departments.

1. Log into Apple Supplier Connect, on the Company Data Navigation Panel, click on **Contacts**.

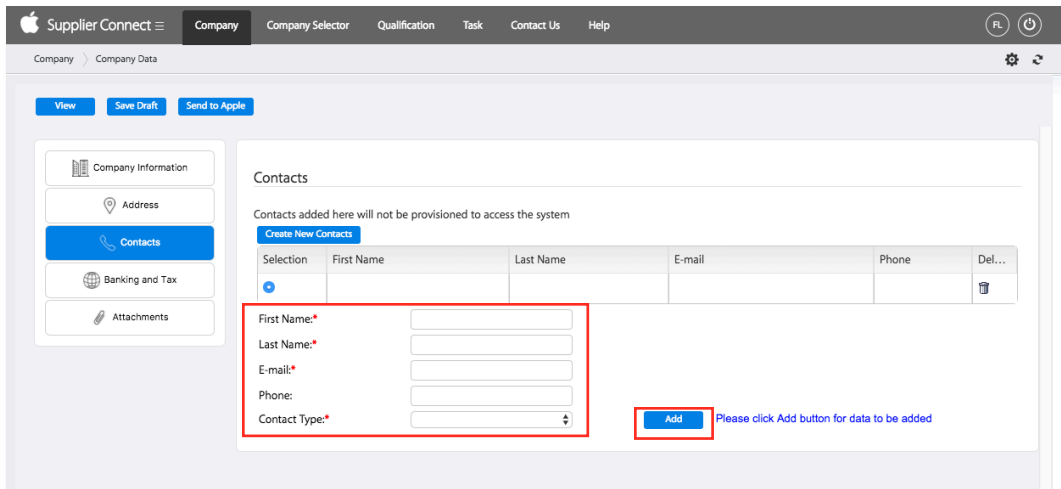


2. Click **Create New Contacts** to add additional contacts.



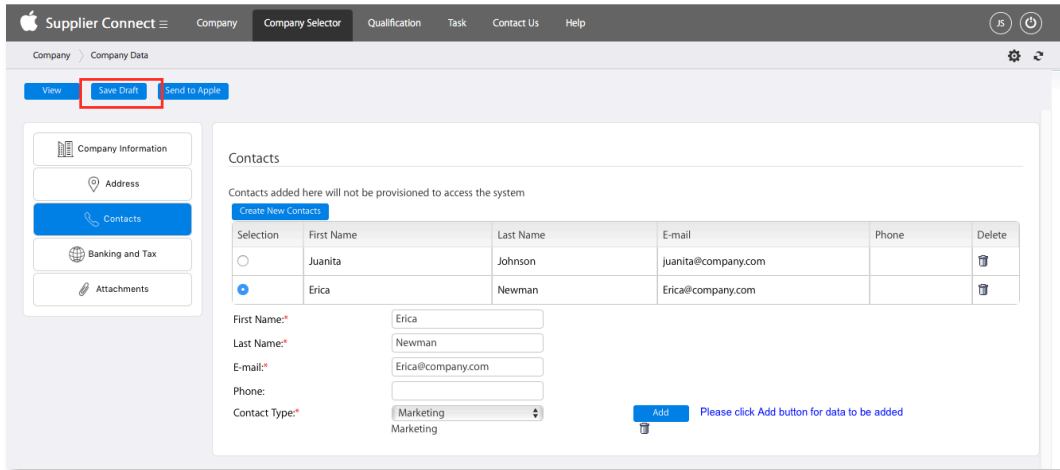
3. Enter the required information in the following fields:

- First Name
- Last Name
- Email
- Phone (alpha characters are not allowed)
- Contact Type



4. Click the blue **Add** button when done.

5. It's always a good idea to save your information by clicking the **Save Draft** button near the top left.



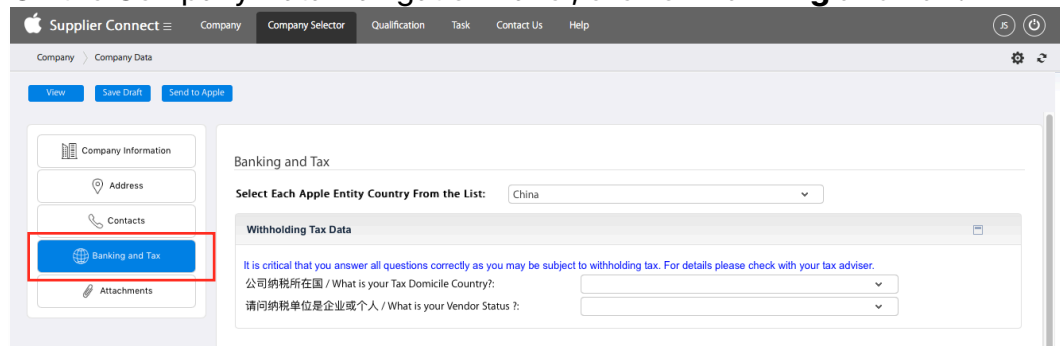
6. If you need to add more contacts, simply follow steps 2-4 above. There is no limit to the number of individuals you can add.

## 4.4 Banking and Tax

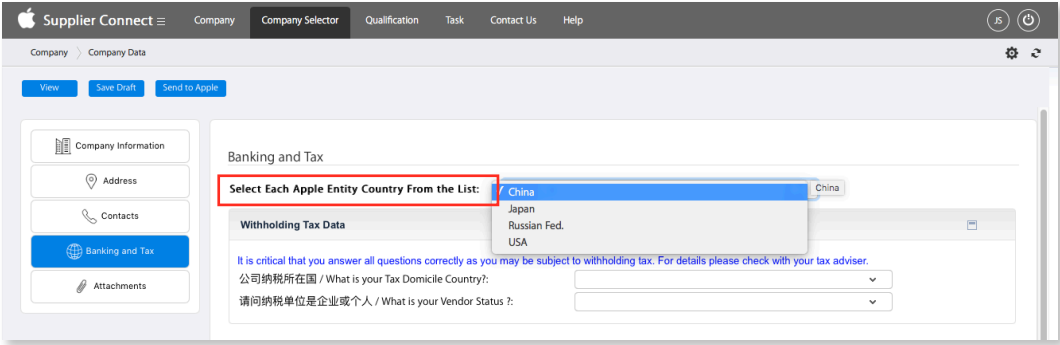
Banking and Tax information is required for each country where Apple is doing business with you.

**PLEASE NOTE:** The information required in this section may be different for each Apple entity country you are doing business with.

1. On the Company Data Navigation Panel, click on **Banking and Tax**.



2. The field named "Select Each Apple Entity Country From the List" displays the Apple entity countries you will do business with, not the country where your business is located. Select the Apple Entity Country from the drop-down list. For example, if you are doing business with Apple in the US and China, you will see two entries in the drop-down. You will need to provide the required information for each country in the drop-down list.



3. Different fields may be displayed based on the country selected in the drop-down list. Below are examples if you are doing business with Apple in the USA, Russia, and China.



# Example A: Supplier doing business with Apple USA

Supplier Connect Company Company Selector Qualification Task Contact Us Help

Company > Company Data

View Save Draft Send to Apple

Company Information  
Address  
Contacts  
**Banking and Tax**  
Attachments

### Banking and Tax

Select Each Apple Entity Country From the List: USA

#### Withholding Tax Data

It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.

Where is your Tax Domicile Country?:

What is your type of Organization?:

What are you providing to Apple?:

#### Tax Data

Please refer FAQ to determine the correct tax forms and upload in US Tax Form attachment category

SSN (XXX-XX-XXXX):

FEIN (XX-XXXXXXX):

SSN/ITIN / FEIN / FOREIGN TAX ID:

#### Bank Data

Please verify that all Bank information, including Bank Beneficiary Name, is correct.

Payment Options:

[Create Bank Data](#)

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
No result found					

#### Other Data

Sales Person:\*

Telephone (numeric only):\*

Extension:

Remittance email address:\*  [Add](#)

Copy Data to Other Apple Entity Countries

Please click Add button for data to be added

## Example B: Supplier doing business with Apple Russia

Supplier Connect Company Company Selector Qualification Task Contact Us Help

Company > Company Data

View Save Draft Send to Apple

Company Information  
Address  
Contacts  
Banking and Tax  
Attachments

### Banking and Tax

Select Each Apple Entity Country From the List: Russian Fed.

#### Bank Data

Please verify that all Bank information, including Bank Beneficiary Name, is correct.

Payment Options: Banking

Create Bank Data

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
<input checked="" type="checkbox"/>	No result found				

#### Other Data

Copy Data to Other Apple Entity Countries

Sales Person:\*

Telephone (numeric only):\*

Extension:

Remittance email address:\*  Add

Please click Add button for data to be added

Vendor Residency:\*

## Example C: Supplier doing business with Apple China

Supplier Connect Company Company Selector Qualification Task Contact Us Help

Company > Company Data

View Save Draft Send to Apple

Company Information  
Address  
Contacts  
**Banking and Tax**  
Attachments

### Banking and Tax

Select Each Apple Entity Country From the List: **China**

#### Withholding Tax Data

It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.  
公司纳税所在国 / What is your Tax Domicile Country?:  
请问纳税单位是企业或个人 / What is your Vendor Status ?:

#### Tax Data

SSN (XXX-XX-XXXX) (encrypted):  
FEIN (XX-XXXXXXX) (encrypted):

#### Bank Data

Please verify that all Bank information, including Bank Beneficiary Name, is correct.  
Payment Options: Banking

Create Bank Data

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
No result found					

#### Other Data

Sales Person:\*  
Telephone (numeric only):\*  
Extension:  
Remittance email address:\*

Copy Data to Other Apple Entity Countries

Add

Please click Add button for data to be added

Let's examine each subsection in detail.

## Withholding Tax Data

- If withholding tax questions appear, select the appropriate answers for the withholding tax data questions from the drop-down menu.

**PLEASE NOTE:** If withholding tax questions appear, it is critical that you answer all questions correctly as you may be subject to withholding tax. Please consult with your in-house tax department or an outside tax advisor as needed.

Example A: If you are doing business with Apple USA, you must answer at least three Withholding Tax Data questions.

**Withholding Tax Data**

It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.

Where is your Tax Domicile Country?:

What is your type of Organization?:

What are you providing to Apple?:

Example B: If you are doing business with Apple Japan, you will be asked a series of questions that are based on answers to earlier questions.

**Withholding Tax Data**

It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.

所在地 / Where are you located?:

Appleに提供するものは物品ですか、サービスですか / What are you providing to Apple?:

組織形態 / What is your type of Organization?:

物品またはサービスの提供が行われるのは日本ですか / Are the goods &/or services being provided in Japan?:

所在地が"Japan"と回答した場合、日本法人として登記はされていますか / Are you a KK or GK?:

Appleに提供された物品/サービスを具体的に記載してください / Provide description of goods/ services:

Example C: If you are doing business with Apple China, you will see different questions depending on your answers to the previous questions.

**Withholding Tax Data**

It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.

公司纳税所在国 / What is your Tax Domicile Country?:

请问纳税单位是企业或个人 / What is your Vendor Status?:

向Apple提供何种业务 / What are you providing to Apple?:

服务发生地 / Where are the services being performed?:

纳税所在国是否与中国签订税收协定 / Does your tax domicile country have a tax treaty agreement with China?:

是否有税收居民身份证明 / Have you attached Tax Residential Certificate (TRC)?:

## Tax Data

5. The Tax Data fields displayed will depend on the Apple entity country you are selected to do business with. Enter Tax ID that applies to your Company for the country of the Apple entity.

For USA,

- Social Security Number
- FEIN
- SSN/ITIN / FEIN / FOREIGN TAX ID

You can get more information about these tax IDs on the US Internal Revenue Service website (<https://www.irs.gov/>). Please consult with your in-house tax department or an outside tax advisor as needed.



Tax Data

Please refer [FAQ](#) to determine the correct tax forms and upload in US Tax Form attachment category

SSN/ITIN / FEIN / FOREIGN TAX ID (encrypted):

**PLEASE NOTE:** You may have different fields to complete depending on the Apple entity country selected.

Tax IDs are encrypted for your company data privacy protection. Once you click **Save Draft** or **Send to Apple**, your tax IDs will be displayed as an encrypted string the next time you log in.



Tax Data

Please refer [FAQ](#) to determine the correct tax forms and upload in US Tax Form attachment category

SSN (XXX-XX-XXXX) (encrypted):

FEIN (XX-XXXXXXX) (encrypted):

SSN/ITIN / FEIN / FOREIGN TAX ID (encrypted):

# Bank Data

6. To add new bank data for electronic payments, click on **Create Bank Data**.

The screenshot shows a web form titled "Bank Data". At the top, there is a message: "Please verify that all Bank information, including Bank Beneficiary Name, is correct." Below this, there is a "Payment Options:" label followed by a dropdown menu currently set to "Banking". A blue button labeled "Create Bank Data" is highlighted with a red rectangular box. Below the button is a table with the following columns: "Selection", "Bank Country", "Bank Name", "Bank Account (encrypted)", "Account Holder/Beneficiary Name", and "Delete". The table currently contains one row with a green square icon and the text "No result found".

7. Select the **Bank Country** from the drop-down menu.

This screenshot shows the same "Bank Data" form as above, but with the "Bank Country" dropdown menu open. The dropdown list contains the following countries: Afghanistan, Albania, Algeria, Amer.Virgin Is., Andorra, Angola, Anguilla, Antarctica, Antigua/Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, and Belarus. The "Bank Country" label in the form has a red asterisk next to it, indicating it is a required field. The table below the dropdown is empty.

8. Depending on the country you selected, you may have different fields to complete. The following is an example for a bank in USA.

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete

Bank Country:\*

ABA ROUTING NUMBER:\*

[Press Enter/Return key to validate and auto fill bank address](#)

Bank Name:

Bank Branch:

Bank Branch Address:

Bank City:

Bank Region:

Bank Account (encrypted):\*

Re-enter Bank Account (encrypted):\*

Account Type / Check Digit:

Account Holder/Beneficiary Name:\*

Swift Code:

Account Currency:\*

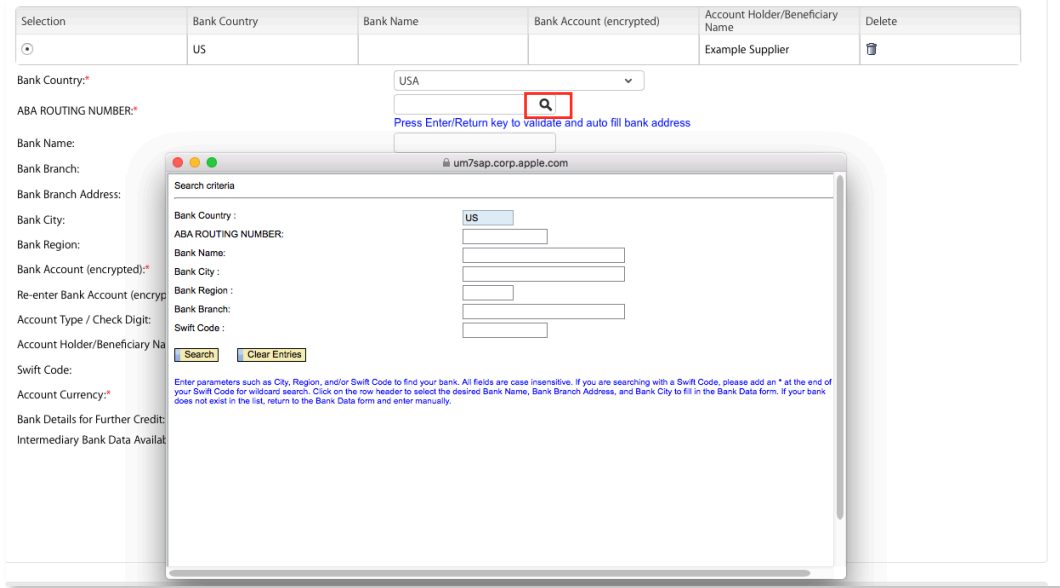
Bank Details for Further Credit:

Intermediary Bank Data Available:

9. You can enter your Bank & Branch Code/Routing Code information. Click the **Enter** or **Return** key to validate your bank code. The Bank Name, Bank Branch Address, Bank City, and Bank Region fields are auto-populated if the bank code exists in our system.

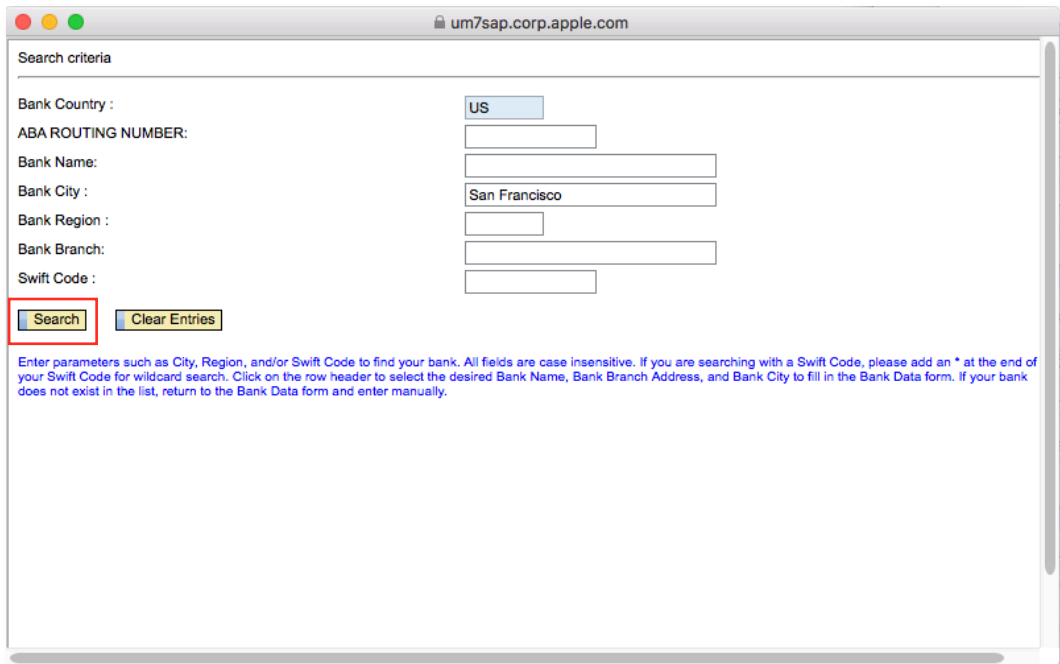
**PLEASE NOTE:** Bank codes should not contain spaces or special characters.

10. To find your routing number/bank code, you can click on the magnifying glass to search for it. A new browser window will open.



11. Enter parameters such as City, Region, and/or Swift Code to find your bank and click on the **Search** button.

**PLEASE NOTE:** If you are searching with a Swift Code, please add an asterisk \* at the end of your Swift Code for wildcard search. Wildcard search can be used for all fields.





- Click on the grey box to the left of the bank you would like to select. The Bank Name, Bank Branch Address, and Bank City will be copied in the Bank Data.

Search criteria

Bank Country :

ABA ROUTING NUMBER:

Bank Name:

Bank City :

Bank Region :

Bank Branch:

Swift Code :

Enter parameters such as City, Region, and/or Swift Code to find your bank. All fields are case insensitive. If you are searching with a Swift Code, please add an \* at the end of your Swift Code for wildcard search. Click on the row header to select the desired Bank Name, Bank Branch Address, and Bank City to fill in the Bank Data form. If your bank does not exist in the list, return to the Bank Data form and enter manually.

Ctry	Bank Key	Name of bank	City	Rg	Bank Branch	SWIFT/BIC
US	BOFAUS6S	Bank Of America	San Francisco			
US	321076027	1st Pacific CU	SAN FRANCISCO	CA	CPMC Davies Campus	
US	121031673	America California Bank	SAN FRANCISCO	CA		
US	121100782	BANK OF THE WEST	SAN FRANCISCO	CA		BWSTUS66XXX
US	121027234	BNP Paribas	SAN FRANCISCO	CA		BNPAUS6SXXX
US	121141822	Bank of America California, National Association	SAN FRANCISCO	CA		
US	121034227	Bank of America, National Association	SAN FRANCISCO	CA	Columbus	BOFAUS3NXXX
US	122101706	Bank of America, National Association	SAN FRANCISCO	CA	67th Happy Valley	BOFAUS3NXXX
US	123006554	Bank of America, National Association	SAN FRANCISCO	CA	Columbus	BOFAUS3NXXX
US	322270725	Bank of America, National Association	SAN FRANCISCO	CA	50 California	BOFAUS6HXXX
US	800000019	Bank of America, National Association	SAN FRANCISCO	CA	50 California	BOFAUS6HXXX
US	121045151	Bank of Communications Co., Ltd	SAN FRANCISCO	CA		COMMUS66XXX
US	121040169	Bank of Guam	SAN FRANCISCO	CA	San Francisco	GMBKUS61XXX
US	121037266	Bank of India	SAN FRANCISCO	CA	San Francisco Branch	BKIDUS33SFA
US	121026921	Bank of Nova Scotia	SAN FRANCISCO	CA		NOSCUS33XXX

Page 1 of 7

**PLEASE NOTE:** If your bank does not exist in the returned Bank Search list, return to the Bank Data subsection and enter manually.

- Complete the following required fields:

- Bank account number
- Account type/Check Digit
- Account Holder/Beneficiary Name
- Account Currency

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
	US	Bank Of America	123456789	Example Supplier	

Bank Country:\*

ABA ROUTING NUMBER:\*

[Press Enter/Return key to validate and auto fill bank address](#)

Bank Name:

Bank Branch:

Bank Branch Address:

Bank City:

Bank Region:

Bank Account (encrypted):\*

Re-enter Bank Account (encrypted):\*

Account Type / Check Digit:

Account Holder/Beneficiary Name:\*

Swift Code:

Account Currency:\*

Bank Details for Further Credit:  
Intermediary Bank Data Available:

**PLEASE NOTE:**

- Account Holder/Beneficiary Name is auto-populated with your Legal Entity Name. Please verify and change if needed. If your Account Holder/Beneficiary Name does not match your Legal Entity Name, additional documentation will be required in the Attachment section.
- For some countries, you are required to enter other information such as International Bank Account Number (IBAN) in addition to entering your bank code and account number individually.
- In order to avoid the bank rejecting any payments, please verify all the bank information with your bank. Attach supporting documents from the bank as necessary.

14. Click **Save Draft**.

**PLEASE NOTE:** Once you click **Save Draft** or **Send to Apple**, your Bank account numbers and IBAN numbers will be encrypted for your company's data privacy protection. The next time you log in, the bank account numbers will be displayed with special characters.

**Tax Data**

Please refer FAQ to determine the correct tax forms and upload in US Tax Form attachment category

SSN (XXX-XX-XXXX) (encrypted): MIQwB7foSjL0rtDlFF(Lwgcz86

FEIN (XX-XXXXXXX) (encrypted):  

SSN/ITIN / FEIN / FOREIGN TAX ID (encrypted):  

---

**Bank Data**

Please verify that all Bank information, including Bank Beneficiary Name, is correct.

Payment Options: Banking

[Create Bank Data](#)

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
<input checked="" type="radio"/>	US	Bank Of America	<span style="border: 1px solid red; padding: 2px;">[t/eAy(EZKJ[[]CI rx4]PLRzW^cm]oMbr_rPNpFpMbWe6Sg_KeQt[</span>	Example Supplier	

Bank Country:\* USA

ABA ROUTING NUMBER:\* BOFAUS65

Bank Name: Bank Of America

Bank Branch:

Bank Branch Address:

Bank City: San Francisco

Bank Region:

Bank Account (encrypted):\* [t/eAy(EZKJ[[]CI rx4]PLRzW^cm]

Re-enter Bank Account (encrypted):\* [t/eAy(EZKJ[[]CI rx4]PLRzW^cm]

Account Type / Check Digit: Checking

Account Holder/Beneficiary Name:\* Example Supplier

Swift Code:

Account Currency:\* USD - United States Dollar

Bank Details for Further Credit:

Intermediary Bank Data Available:

15. If you have an intermediary bank that acts on behalf of the beneficiary bank to receive payments, click the checkbox to expand the **Intermediary Bank Data** subsection.

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
<input checked="" type="radio"/>	US	Bank Of America	123456789	Example Supplier	

Bank Country:\* USA

ABA ROUTING NUMBER:\* BOFAUS65

Bank Name: Bank Of America

Bank Branch:

Bank Branch Address:

Bank City: San Francisco

Bank Region:

Bank Account (encrypted):\* 123456789

Re-enter Bank Account (encrypted):\* 123456789

Account Type / Check Digit: Checking

Account Holder/Beneficiary Name:\* Example Supplier

Swift Code:

Account Currency:\* USD - United States Dollar

Bank Details for Further Credit:

Intermediary Bank Data Available:

[Add Intermediary Bank](#)

Selection	Bank Country	Bank Key	Delete
<input checked="" type="checkbox"/>	No result found		

16. To add intermediary bank data, click on **Add Intermediary Bank** and complete required bank data fields.

The screenshot shows a button labeled 'Add Intermediary Bank' highlighted with a red box. Below it is a table with the following structure:

Selection	Bank Country	Bank Key	Delete
No result found			

Below the table is a dropdown menu labeled 'Intermediary Bank Country:'.

**PLEASE NOTE:**

- If you have special reasons to use more than one bank for payments from the same Apple entity country, click on **Create Bank Data** to add another bank line and repeat steps 6-16.
- When there is more than one bank line for the same Apple entity country, you are required to answer the question "Why do you need multiple banks?" You will need to explain the reason for creating multiple bank entries and the usage for each bank account.

**PLEASE NOTE:** For Bank Country Turkey, see the steps below to successfully add your bank details.

- The Banka Kudo is the 4 digit number from digit 4-7 in the IBAN
- The Account number will always be the last 16 digits of the IBAN

Example:

<b>IBAN</b>	TRXXX 0062 XX 3456789123456789
<b>Banka Kodu</b>	0062
<b>Account number</b>	3456789123456789

- Supplier Connect will populate an extra 0; press enter to populate the rest of the bank information. If nothing populates press the search icon on the

The screenshot shows the 'Bank Data' form with the following details:

- Payment Options: Banking
- Table with columns: Selection, Bank Country, Bank Name, Bank Account (encrypted), Account Holder/Beneficiary Name, Delete.
- Bank Country: Turkey
- BANKA KODU/SUBE KODU: 00062
- Instruction: Press Enter/Return key to validate and auto fill bank address

right of the Banka Kodu field and enter the parameters such as your bank name, address, city, SWIFT code.

- Enter your IBAN

Supplier Connect Company > Company Data

View Save Draft Send to Apple

Company Information  
Address  
Contacts  
**Banking and Tax**  
Attachments

Please verify that all Bank Information, including Bank Beneficiary Name, is correct.

Payment Options: Banking

Create Bank Data

Select from the Existing Banks:

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
+	TR	Garanti Bankasi Findikzade 437		IBANSIT	

\* Bank Country: Turkey

\* BANKA KODU/SUBE KODU: 00062

\* IBAN (if Applicable) (encrypted): TR1230062003456789123456789

Bank Name: Garanti Bankasi Findikzade 437

Bank Branch: 0342

Bank Branch Address:

Bank City:

Bank Region:

\* Bank Account (encrypted):

\* Re-enter Bank Account (encrypted):

\* Account Holder/Beneficiary Name: IBANSIT

Swift Code: TGBATRIS

\* Account Currency:

Bank Details for Further Credit:

Intermediary Bank Data Available:

- Enter your Bank Account Number, using the last 16 digits of your IBAN

\* Bank Account (encrypted):

3456789123456789

\* Re-enter Bank Account (encrypted):

3456789123456789

## Other Data

17. Complete the required fields in **Other Data**:

- Sales Person
- Telephone (alpha characters are not allowed)
- Remittance email address (Click the **Add** button when done. Remittance email address will appear below the field.)

**Other Data**

Sales Person:\*

Telephone (numeric only):\*

Extension:

Remittance email address:\*

Copy Data to Other Apple Entity Countries

Please click Add button for data to be added

18. If you wish to copy the information to other Apple Entity Countries, click the checkbox. Select the countries, and then click **Copy**.

**Other Data**

Sales Person:\*

Telephone (numeric only):\*

Extension:

Remittance email address:\*

Copy Data to Other Apple Entity Countries

Selection	Apple Entity Country
<input type="checkbox"/>	China
<input type="checkbox"/>	Japan
<input type="checkbox"/>	Russian Fed.

Please click Add button for data to be added

## Purchase Order Terms and Conditions

19. Supplier's provision of services and products (including all software) to Apple shall be governed by the applicable Apple Purchase Order Terms and Conditions, unless superseded by a written agreement signed by authorized representatives of the parties. The Terms must be acknowledged before the supplier on-boarding process can be completed.

Click on the link of the Apple Purchase Order Terms and Conditions for each Apple entity with which you are doing business. Download and read the Terms and/or to review the Terms with an authorized representative of your company.

**Banking and Tax**

**Attachments**

**Purchase Order Terms and Conditions**

Supplier's provision of services and products (including all software) to Apple shall be governed by the applicable Apple Purchase Order Terms and Conditions (available at the website(s) identified below or such other website(s) as may be further specified by Apple from time to time) (the "Terms"), unless superseded by a written agreement signed by authorized representatives of the parties.

It is your responsibility to download and read the Terms and/or to review the Terms with an authorized representative of Supplier. By acknowledging below, you confirm (i) that you are directly authorized to accept the Terms on behalf of Supplier or (ii) that you have reviewed the Terms with an authorized representative of Supplier and that you have been delegated the authority to accept the Terms on behalf of Supplier.

Apple (UK) Ltd. PO Terms and Conditions

\* Supplier Authorized Representative and Title:

20. Click the checkbox to acknowledge each Apple Purchase Order Terms and Conditions shown in the section. Enter the name and title of the person who is authorized to accept the Terms on behalf of your company.

**Purchase Order Terms and Conditions**

Supplier's provision of services and products (including all software) to Apple shall be governed by the applicable Apple Purchase Order Terms and Conditions (available at the website(s) identified below or such other website(s) as may be further specified by Apple from time to time) (the "Terms"), unless superseded by a written agreement signed by authorized representatives of the parties.

It is your responsibility to download and read the Terms and/or to review the Terms with an authorized representative of Supplier. By acknowledging below, you confirm (i) that you are directly authorized to accept the Terms on behalf of Supplier or (ii) that you have reviewed the Terms with an authorized representative of Supplier and that you have been delegated the authority to accept the Terms on behalf of Supplier.

Apple Inc. PO Terms and Conditions  
 Apple Studio Services LLC PO Terms and Conditions

\* Supplier Authorized Representative and Title:

21. If you will be working with multiple Apple entities, scroll to the top and select the next country to complete the required banking and tax fields. Repeat steps 4-20 above.

Supplier Connect Company Company Selector Qualification Task Contact Us Help

Company > Company Data

View Save Draft Send to Apple

Company Information  
Address  
Contacts  
**Banking and Tax**  
Attachments

**Banking and Tax**

Select Each Apple Entity Country From the List:

Withholding Tax Data

It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.

公司纳税所在国 / What is your Tax Domicile Country?

请问纳税单位是企业或个人 / What is your Vendor Status?

Tax Data

**PLEASE NOTE:** If you are doing business with multiple Apple entities, and you wish to use the same banking information for the different Apple entities, click the **select from the Existing Banks** drop-down list, pick the bank you want to use for the Apple Entity Country you selected in step 21.

Banking and Tax

Select Each Apple Entity Country From the List:

**Withholding Tax Data**

**Bank Data**

Please verify that all Bank information, including Bank Beneficiary Name, is correct.

Payment Options:

[Create Bank Data](#)

Select from the Existing Banks:

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
No result found					

22. Click **Save Draft**.

## 4.5 Attachments

In the Attachments section, you will upload required documents (e.g. Diversity Certificate, Business License, Tax forms, etc). Depending on the Apple entity you will be doing business with, different attachments may be required.

**PLEASE NOTE:** The "Legal Entity Country" in the Company Information section should match the legal entity identified in the tax form attachment .

1. On the Company Data Navigation Panel, click on **Attachments**.

File Name	Description	Attachment Category	Created By	Created On	Created At	Delete
F5_Solo_Legal_Entity_Data_SL_C.xlsx	ABC	Acceptable Business Documents	X032124205	14.09.2017	12:04:19	

- In the **Description** field, enter a brief description of the file you are attaching (e.g. Bank Letter, Diversity Certificate, Legal Document, etc).
- Select the appropriate **Attachment Category** (e.g, Select "Other Attachments" for bank supporting documents).
  - If you select Diversity or Other Certificates you will need to provide the Expiry Date.
  - If the Apple Entity Country is USA (i.e. you are doing business with an Apple division in the US), you must select Attachment Category "US-Tax form" and enter a US tax form (W-8 or W-9). You can review the following



link if you have general questions on what form to use: [US Tax Information page](#).

- Apple cannot assist the supplier in choosing which tax form to complete or assist in completing the tax form, as this would constitute providing tax advice. We suggest you consult your in-house tax department or an outside tax advisor.
- If you receive an error notice that a legal agreement documentation is required, you must select Attachment Category "Legal Agreement Documentation".

4. Choose the file and click on **Add Attachment**.

**PLEASE NOTE:**

- File name cannot contain Chinese characters or any special characters.
- File name cannot contain any spaces.
- There is no limit to the number of files you can add, however each file must be no more than 50MB.

5. Click the **Save Draft** button.

**PLEASE NOTE:** You can delete an attached file while in edit mode by clicking on the garbage can icon. Once you submit the file to Apple for review, you cannot delete it.

File Name	Description	Attachment Category	Created By	Created On	Created At	Delete
<a href="#">FS_Solo_Legal_Entity_Data_SLC.xlsx</a>	ABC	Acceptable Business Documents	X03212420S	14.09.2017	12:04:19	
<a href="#">Vehicle Form PDF Test.pdf</a>	Test	Other Attachments	X875285632FL	28.01.2018	17:09:31	

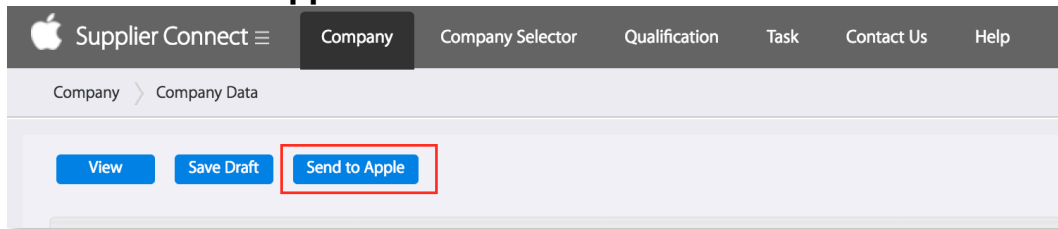
# Chapter 5: Submit Your Company Profile and Next Steps


## 5.1 Submit your Company Profile

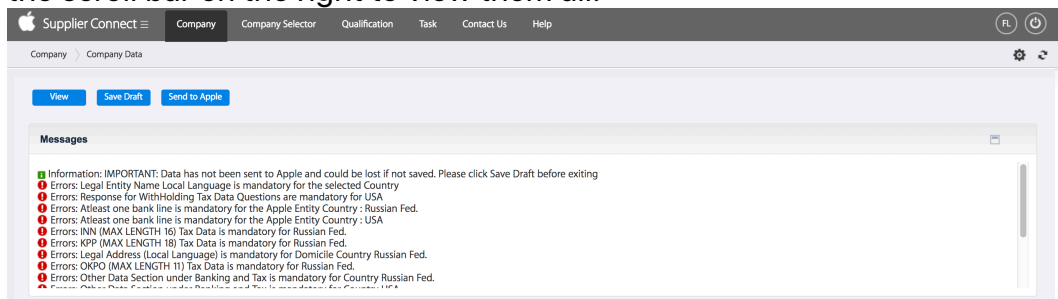
Once you have completed all the required fields in the Address, Contacts, Banking and Tax sections and uploaded any required documents, you will need to submit your request to Apple to approve your company record.

**PLEASE NOTE:** Once you submit to Apple, you will not be able to edit any information until your request has either been approved or rejected by Apple.

1. Click the **Send to Apple** button.



2. If there are any errors that need to be addressed, you will see them displayed with a red symbol  on the top portion of the screen. You can use the scroll bar on the right to view them all.

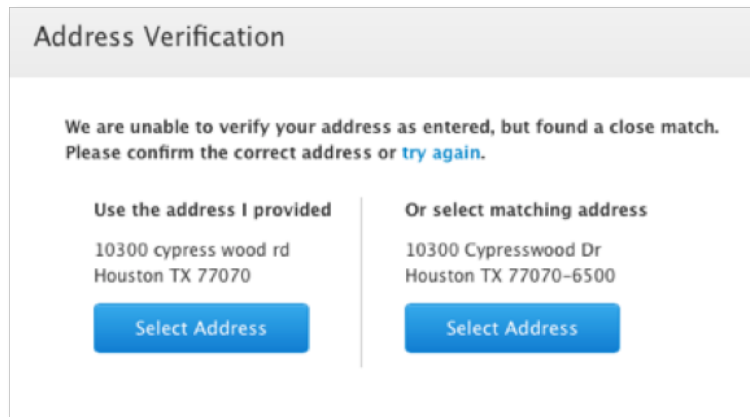


3. Correct any errors and then click **Send to Apple** again. You may want to reference Chapter 6: How to Resolve Common Errors.

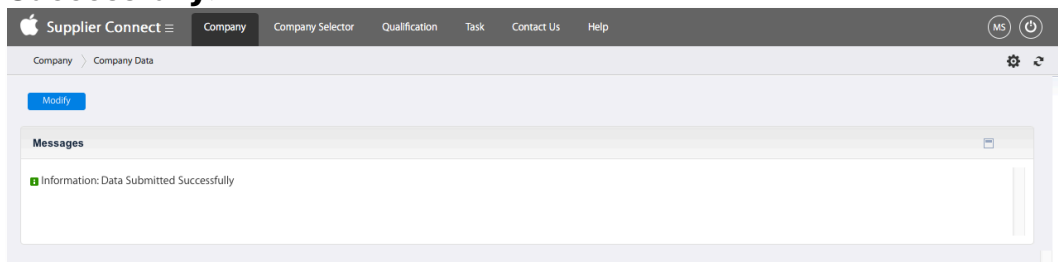
### **PLEASE NOTE:**

- If you are not able to clear the errors, click **Save Draft** to save your changes, then send a screenshot of the errors and the data you entered to [global\\_ap@apple.com](mailto:global_ap@apple.com) for assistance.

- If you need more time to correct the errors, please remember to click **Save Draft** to store the entered information before exiting the screen. Your data could be lost if not saved.
4. When no errors are found, Apple Supplier Connect will automatically validate legal entity address via Address Validation Software. Depending on the outcome, please take the necessary action:
- **Exact Match** – address is accepted. No action required.
  - **Close Match** – similar address is found. Please do one of the following: select to use the address you provided, select the matching address we found, or click the **try again** link to edit the address.
  - **No Match** – address as entered is not found. Please either select to use the address you provided or click the **try again** link to edit the address.



5. If there are no errors, the displayed messages will indicate **Data Submitted Successfully**.



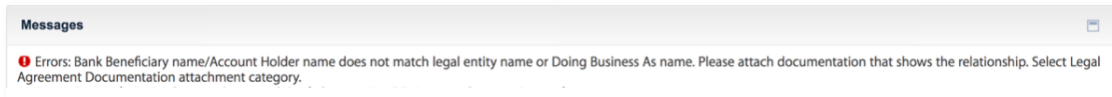
## 5.2 Next Steps

Apple will review your company's profile and approve your supplier setup. If your request is rejected, you will receive an email notification to update the record and resubmit. Once your supplier record is fully approved, you will receive a confirmation email with your Supplier ID that should be referenced on all invoices.

# Chapter 6: How to Resolve Common Errors

If you receive an error message when trying to send your company data to Apple, please review the following instructions to resolve these common errors. If you are unable to clear the error after performing the suggestions provided, send a screenshot to [global\\_ap@apple.com](mailto:global_ap@apple.com) for assistance.

## 6.1 Legal Agreement Documentation Attachment is Mandatory



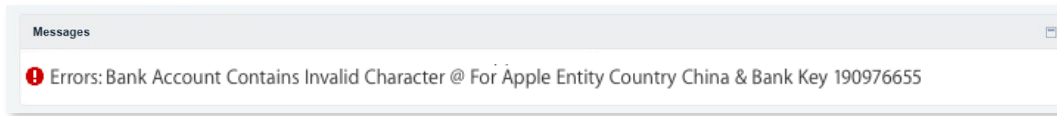
This error message appears when the account holder/beneficiary name of the bank account entered in the Banking section is different from the legal entity name or the Doing Business As name specified in the Company Information section.

To resolve this error:

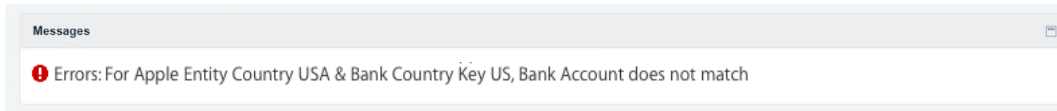
1. Return to the Company Information Section and ensure the Legal Entity Name and the Doing Business As Name is correct.
2. Copy and paste the Legal Entity Name or the Doing Business As Name into the Account Holder Name/Beneficiary Name field (maximum 60 characters) in the Banking and Tax section.

If the bank account holder name is truly a third party, you will need to attach a document (use Attachment Category "Legal Agreement Documentation") to provide evidence to show the relationship of the entities and the agreement for the account holder to collect payments on behalf of the supplier.

## 6.2 Enter Valid Characters for Bank Account



OR



These error messages appear when there is invalid data in the bank account field for the specific Apple Entity Country and Bank Country. Please try to clear the error and if you can't, forward a screenshot of all of the banking data to [global\\_ap@apple.com](mailto:global_ap@apple.com) for assistance.

To resolve this error:

1. Confirm that the number you entered in the Bank Account field is in the correct format for your banking country. Please ensure there are no spaces, slashes (/), hyphens (-), or special characters.

**PLEASE NOTE:** If your bank country is Belgium or Brazil, you may use hyphens (-), numbers and letters in the Bank Account field.

2. Click **Send to Apple**.
3. Validate the bank data with your bank if necessary, clear the entire field and re-enter the data.

## 6.3 Invalid Tax Data for Country



This error occurs when the Tax Data has been entered in an incorrect format. The proper format will be noted in the error message (e.g., MAX 14 CHAR).

To resolve this error:

1. Confirm that the Tax ID is entered correctly in the Tax Data section.
2. Please ensure there are no spaces, slashes (/), or special characters .
3. In some cases, you might need to add a prefix. For example, Local tax ID for Singapore needs to start with 'SG'.
4. Click **Send to Apple**.

## 6.4 Withholding Tax Data Questions are Mandatory for each Apple Entity Country

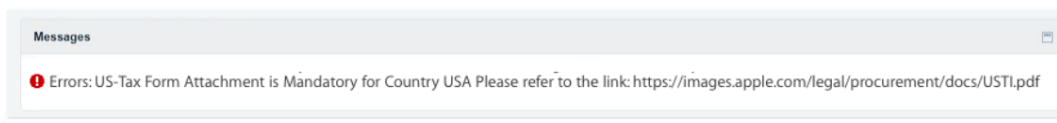


This error message is displayed if you have not completed all the withholding tax questions in the Banking and Tax section for the Apple Entity Country. These questions are mandatory and you should ensure they are answered correctly for proper determination of the applicable withholding taxes. Please consult with your in-house tax department or an outside tax advisor as needed.

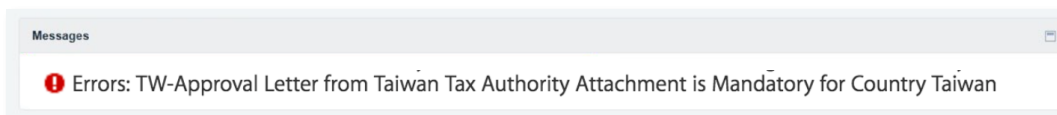
To resolve this error:

1. Answer all withholding tax questions in the Banking and Tax section. See Chapter 4 section 4.4 of this guide.
2. Click **Send to Apple**.

## 6.5 Tax Form Attachment is Mandatory for Apple Entity Country



OR



This error occurs if you have not attached the tax form (e.g., W-8 or W-9 for US) required for the country noted in the message. Please upload the required form

in the Attachments section and use the attachment category specific to the required form.

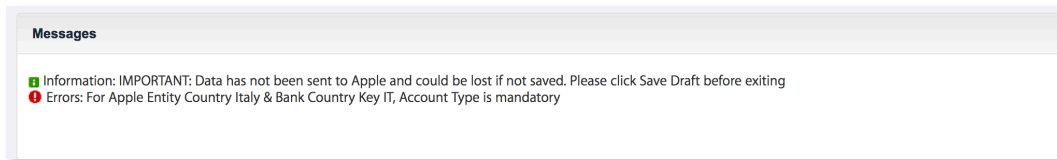
U.S. Tax form is required from all suppliers doing business with Apple in the U.S., regardless of the domicile country for your entity. Please see the [US Tax Information page](#) for general information on tax forms. Please consult your in-house tax department or an outside tax advisor as needed.

**PLEASE NOTE:** If your record is rejected and an updated form must be attached, make sure the file name of the new file is different than the previously submitted file.

To resolve this error:

1. Upload the appropriate tax form in the Attachments section. Select Attachment Category "US-Tax Form" for US. Select "TW-Approval Letter from Taiwan Tax Authority" for Taiwan.
2. Click **Send to Apple**.

## 6.6 Account Type is Mandatory



The Account Type field is required for some countries. If there is a drop-down menu, then select the type. If not, then follow the country guidelines below:

- Italy - Digit 5 of the IBAN should be entered into the Account Type field. For example, in the image above the letter D should be typed into the Account Type field.
- France - The two last digits (26 and 27) of the IBAN should be entered into the Account Type field.
- Spain - Digits 13 and 14 of the IBAN should be entered into the Account Type field.
- Brazil - Digit 28 of the IBAN should be entered into the Account Type field
- Portugal - The two last digits (24 and 25) of the IBAN should be entered into the Account Type field.

The image below is an example for Italy.

Company Information  
Address  
Contacts  
**Banking and Tax**  
Attachments

Bank Branch:  
Bank Branch Address:  
Bank City:  
Bank Region:  
Bank Account (encrypted):\* 0558401637  
Re-enter Bank Account (encrypted):\* 0558401637  
Account Type / Check Digit: 5  
Account Holder/Beneficiary Name:\* EATALY CG TEST Case1  
Swift Code:  
IBAN (If Applicable) (encrypted):\* IT53D0558401637000000003631  
Account Currency:\* EUR - European Euro  
Bank Details for Further Credit:  
Intermediary Bank Data Available:

## 6.7 Warning Messages

The following warning messages are presented if you change your Legal Entity Name.

Messages

- ⚠ Warning: Legal Entity Name should match the IRS records for the U.S. Taxpayer Identification Number on your tax form
- ⚠ Warning: Tax id provided should match the Legal document. For more information please refer to FAQ
- ⚠ Warning: Has your Doing Business As Name changed?

You may still submit your request, however you may wish to verify the data you have entered is correct and agree with the documents you provide to Apple. Confirming the information and document given in this form is complete and accurate will avoid having your request declined by Apple.



# Chapter 7: Making Changes After Sending to Apple

Once you are an approved supplier with Apple and have received your Supplier ID you may come back and update your company's information at any time. You are responsible for maintaining the PO email address and remittance email address for your company. Changes such as a legal entity name change, new banking information or updated tax information will require Apple internal review and approval. An acceptable business document (e.g., W-9, W-8 forms in US) is mandatory if you are changing your Legal Entity name or your tax ID.

1. Log into Apple Supplier Connect.
2. Navigate to the section you need to modify and make the necessary updates. Be sure to save any changes.
3. Once your changes are complete click **Send to Apple**.
4. Your changes will be sent to Apple for review and approval.

## Updating Bank Data

To update your bank data, you must first validate the existing bank details you wish to change.

1. Click on **Create Bank Data**
2. In the field Bank Account Number / IBAN, enter the last 4 digits of the bank account number currently on file. Note: If your bank account / IBAN is 5 digits or less, you need only enter the last 2 digits of the account number currently on file.

Supplier Connect Company Company Selector Qualification Task Contact Us Help

Company Company Data

View Save Draft Send to Apple

Company Information  
Address  
Contacts  
Banking and Tax  
Attachments

### Bank Data

Please verify that all Bank information, including Bank Beneficiary Name, is correct.

Payment Options: Banking

Create Bank Data

Select from the Existing Banks:

Please enter last 4 digits of bank account number/IBAN to validate and open up for edit. If the bank account number/IBAN is 5 digit or less, please enter last 2 digit.

Bank account number / IBAN:  SUBMIT

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
<input checked="" type="checkbox"/>	US	BANK OF AMERICA	qrE6AHa**WMX*D1/65ly~Cj6X/gbabby*5iRkdwLOB75Sidhc5J LDy B+ZOK HDS NmgqC	testdemovendor050803	

\* Bank Country: USA

\* ABA ROUTING NUMBER: 123000339  
Press Enter/Return key to validate and auto fill bank address

Bank Name: BANK OF AMERICA

Bank Branch:

Bank Branch Address:

Bank City:

Bank Region:

\* Bank Account (encrypted): qrE6AHa\*\*WMX\*D1/65ly~Cj6X

\* Re-enter Bank Account (encrypted): qrE6AHa\*\*WMX\*D1/65ly~Cj6X

Account Type / Check Digit: Saving

\* Account Holder/Beneficiary Name: testdemovendor050803

Swift Code:

\* Account Currency: USD - United States Dollar

Bank Details for Further Credit:

Intermediary Bank Data Available:

3. A successful entry will automatically open the Bank Data section for edits.
4. Once you have updated your information, click on Save Draft to save your new information, then Send to Apple for review and approval.

**PLEASE NOTE:** Once submitted, your record will be locked for any additional changes until the submitted changes are approved or rejected. You will receive a message "Information: Record is pending Apple approval. Updates are not possible at this time".

5. If your changes are rejected, you will receive an email notification to update the record and re-send to Apple.
6. When your changes are approved, you will receive a confirmation email including your Apple Supplier ID.

**PLEASE NOTE:** If both your legal entity name and your tax ID have changed, a new supplier profile record must be created. Please contact your Apple internal contact to create a new supplier request. If you do not have an Apple contact, please contact [global\\_ap@apple.com](mailto:global_ap@apple.com) for assistance.

# Chapter 8: Apple-Initiated Data Change

As an approved supplier, your services may be requested by multiple Apple divisions. If your services are requested by an Apple entity you are not currently doing business with, you will need to complete your company's information to be set up as an approved supplier for that division. You will receive an email notification if you need to provide this information.

1. Click the link in the email to log into Apple Supplier Connect.
2. Follow the steps outlined in Chapter 4 to submit the new information.