



Lenovo Billable Account Request (U.S. and Canada)

Thank you for starting the billable account creation process with Lenovo. This account can be used for purchasing replacement parts and billable labor charges.

You may need the following information to complete this process:

Business License

Tax Exempt Certificate (signed and dated)

2 years of financials (income and balance sheet, combined into a single file) if requesting a credit line >\$5K

Any vendor setup form you might need Lenovo to complete

**** For personal or credit card purchases, please go to www.lenovo.com/parts ****

1. Legal business name for the account (exact legal spelling as it appears on the business license)

1a. Are you an existing Lenovo business partner?

Yes

Loc ID

No

2. Company address

Street

City

State/Prov.

Zip / Postal Code

3. Primary contact information if further information required

Name

Email

Primary phone

Secondary phone

4. Business website address/link

5. Will you need log-in credentials to be able to order parts? Or will this account only be used for billable labor?

Yes

I need log-in credentials to purchase parts

No

This account is for billable labor only

6. Bill-to address where invoices will be sent

Street

City

State/Prov.

Zip / Postal Code

7. Is the bill-to address the same as the ship- to address?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

7a. If the shipping address is different than the billing address, please enter it below.

Street	<input type="text"/>		
City	<input type="text"/>		
State/Prov.	<input type="text"/>	Zip / Postal Code	<input type="text"/>

7b. If there is more than one ship-to address, please list all other ship-to addresses below (attach add'l if needed)

Street	<input type="text"/>		
City	<input type="text"/>		
State/Prov.	<input type="text"/>	Zip / Postal Code	<input type="text"/>

Street	<input type="text"/>		
City	<input type="text"/>		
State/Prov.	<input type="text"/>	Zip / Postal Code	<input type="text"/>

8. Dunn & Bradstreet number (if known)

9. Estimated monthly spend (credit line) being requested? \$

9a. If > \$5K, please provide two years of the most recent finance statements (income and balance sheets). *

10. For tax exempt purchases, please attach a **signed and dated** copy of your tax exempt certificate. *

The account name on this form should exactly match the account name provided above.

11. Do you need Lenovo to fill out any vendor set up forms? If yes, please submit with this form. *

12. Is there anything else you would like us to know regarding this account?

* Supported formats for attachments include PDF, DOC, DOCX, PNG, JPEG, GIF

** Please submit this completed form, along with any required attachments, to lenovoparts@lenovo.com **