

Enrollment information Changes – Current Suppliers

Suppliers must advise Corning Incorporated of any changes in your original Supplier Enrollment information (Company name, addresses, terms, contacts, etc.). Guidelines for submitting these changes are:

Type of change request	What to do...
Company name, VAT ID, or Government ID	Fill out a new supplier enrollment form (if U.S supplier be sure to include updated W-9 information) and email it to VendorAdd@corning.com and your Corning Buyer. Buyer must review and approve these changes.
Payment Term, Freight Term, or Shipping Method	Contact your Corning Buyer with new information (Buyer approval required for these changes).
Primary Contact Name	Notify your Corning Buyer or email vendoradd@corning.com with change (include your Corning Vendor ID and/or last PO Number).
PO Dispatch Method (Fax or E-mail)	Notify your Corning Buyer or email vendoradd@corning.com with change (include your Corning Vendor ID and/or last PO Number).
Addresses, Payment/Banking, and all other information changes	Submit an updated Supplier Enrollment form to vendoradd@corning.com .