



INSTRUCTIONS: SOLD-TO CUSTOMER PROFILE

A. General Business Information	
SOLD TO INFORMATION: Customer Name: Corporate Address: City, State, Zip: Country: <input type="checkbox"/> VAT number:	SHIP TO INFORMATION: Customer Name: Ship to Address: City, State, Zip: Country: <input type="checkbox"/> EORI number:

BILL TO INFORMATION: Send invoices to: <input type="checkbox"/> Same as Sold to	If different from Sold to, please provide address where invoices should be sent:
	Please select Method of Payment: <input type="checkbox"/> ACH/WIRE <input type="checkbox"/> Check

Have purchases previously been made from Chevron Phillips Chemical Company under a different company name? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide complete name & address of the company previously used	
Has your FEDERAL TAX ID changed? If yes, provide new Tax ID Number and Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have any ownership by a governmental entity? If so, please state percentage Ownership:	<input type="checkbox"/> Yes <input type="checkbox"/> No

B. Product Information (Select product(s), list the end uses and estimated annual volume)		
Select desired product(s) below	End Use	Annual Volume
Other		

C. Documentation Requirements		
Order Acknowledgement Recipient	Recipient Name Title	Phone # Fax # or Email Address
Invoice Recipient	Recipient Name Title	Phone # Fax # or Email Address
SDS Recipient	Recipient Name Title	Phone # Fax # or Email Address
Bill of Lading <input type="checkbox"/> With shipment only	Recipient Name Title	Phone # Fax # or Email Address
COA prior to shipment <input type="checkbox"/> With shipment only	Recipient Name Title	Phone # Fax # or Email Address
Do you have any internal codes to cross reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide your code and Chevron Phillips Chemical Company product name	Code Code Code Code	Other

Delivery requirements MUST be listed here or on your purchase order. If no requirements are provided, CPCHEM will not be responsible for delays in loading or unloading.

- Delivery Hours
 Pallets
 Shrink-wrap
 Banding
 Railcars/Strapping Chart
 Bulk Requirements (please list on separate page)
 Other

Purchase Orders can be submitted via email to: CCNAO@CPCHEM.COM or fax to: 832-813-6112.