



ACE STEEL SUPPLY, LLC.

19408 Kenswick Dr.
Humble, TX 77338

www.acesteelsupply.net

832.300.1030
832.300.1038

ACCNT-30025 Supplier Account Set-Up (SASU)

Rev. 12.29.25

Please Print or Type All Information (Attach additional pages as necessary)

Type: New Update

Date:

Company Name:

Bill-To Address:

City:

State/ZIP:

Country:

Phone:

Fax:

Pick-Up Address:

City/State/ZIP:

E-mail:

Standard shipment: Prepaid Delivery Collect Delivery Will Call

Federal Identification # (attach W9):

Payment Terms (desired terms 1/15, Net 45):

Minimum order Value: \$

Material Supplied:

ISO 9001:2015 Certified: Yes No

If not ISO 9001:2015 certified, do you have a documented Quality Management System: Yes No

If yes, please provide a copy

Contacts

AR Contact:

Phone/Cell:

Email:

Fax:

Customer Service Contact

Contact:

Phone/Cell:

Email:

Fax:

***Please send the following completed forms:**

- Updated W-9
- ACH Enrollment Form (attached)
- Certificate of Liability Insurance:
 - *Freight Vendors Only
 - *It is essential that **Ace Steel Supply, Inc.** is listed as named insured on certificate.

Complete this form if you also need to update any of the information listed below:

- Address
- Contact information
- Banking information – send updated **ACH Enrollment Form (attached)**

Vendor's signature below certifies that (a) all information provided above is true and correct.

Full Name: _____ Title: _____

Signature: _____ Date: _____

OFFICIAL USE ONLY – REQUESTER

Name: _____ Date: _____

OFFICIAL USE ONLY – MANAGEMENT APPROVAL

Name: _____ Date: _____

OFFICIAL USE ONLY – ACE SYSTEM ENTRY

Name: _____ Date: _____

Vendor ACH Payment Enrollment Form

Signing up for Vendor Automated Clearing House (ACH) payments provide many benefits for our vendors:

Faster Payments

› ACH payments can be credited to your account in less than three business days.

Payments made through the U.S. Postal Service can take seven to ten days.

› Banks do not hold ACH payments like they do checks. Your funds are available as soon as the ACH payment is credited to your account.

Fewer Hassles

› ACH payments eliminate the need for paper checks and envelopes as well as the fuel and energy used to prepare and deliver checks.

› Your ACH payment cannot be lost in the mail or sent to an outdated address.

› You will save time by not traveling to the bank or waiting in lines to deposit your check.

If you have any questions about Vendor ACH payments, please feel free to contact our Accounts Payable team at 832-300-1030.

Thank you for our business relationship.

Vendor ACH Payment Enrollment Form

This form is used for Automated Clearing House (ACH) payments to provide payment related information to your financial institution. You must check with your financial institution to confirm that funds have been deposited.

Note: Checks are negotiable for only 90 days (reduced from 180 days).

Please check one of the following: New Change

PAYEE / COMPANY INFORMATION

Company Name:	
Current Mailing Address:	
Taxpayer ID or Social Security (required):	Contact Person Name:
Home Telephone:	Mobile Telephone:
Work Telephone:	Email Address:

FINANCIAL INSTITUTION INFORMATION

Name:	
Address:	
Nine-digit Routing Transit Number (usually first set of nine-digit numbers at bottom of check):	
Account Number:	
Type of Account:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Name of Payee or Authorized Official (please print):	
Signature and Title of Payee or Authorized Official (required):	Date:

A voided check must accompany this form in order to receive payments electronically. A Taxpayer ID or Social Security Number is required for vendor verification.

Mail this form and voided check to:

Ace Steel Supply, LLC.
Attn: Accounts Payables
19408 Kenswick Dr.
Humble, TX. 77338

OR

Fax form & voided check image to:

832-300-1038