

New or Activate Supplier Form Instructions – Procurement

The form will reside on the Procurement Portal. This form is to be used to reactivate suppliers or add a new supplier to the ERP supplier master. It will be used only for procurement (issuing of purchase orders). This is **not** for adding employees to the supplier master or for customers.

The **Business Unit Category Managers** are responsible to ensure the form, W9 and ACH form are properly filled out; all required fields are populated; the supplier is screened via Visual Compliance; and the supplier has signed the Supplier Code of Conduct form. The forms should then be sent via e-mail or hand delivered to one of the Approvers listed below. To ensure that the addition and/or activation of suppliers has been thoroughly reviewed, the Approver's signature is required. The person signing the form should verify that all of the required fields are populated. If the supplier will be providing conflict minerals and/or tolling services, the corporate EH&S Director should be engaged and notified for approval of the supplier. The completed New or Activate Supplier Form should then be emailed to the Vendor Database Specialist at SAPNewVendorRequest/BWI@MATERION.COM by the Business Unit Category Manager for entry into the system.

The Vendor Database Specialist will enter the data from the form. They will also attach the Supplier Form, ACH and the completed W9 for Domestic or Wire Transfer and the completed W8BEN-E or Certification of Incorporation for International to the supplier master that was created.

All fields marked with an asterisk (*) must be populated with the appropriate information as these fields are required. The form will be rejected if all of the required fields are not populated.

Adobe Instructions

- Enter the Procurement portal under Company Quick Links on Materion Matters.
- Click on Forms under Quick Links.
- Click on the Supplier Add Form.
- Place cursor next to the first field and enter the information needed. After entering the information, use the Tab key to move to the next field. Continue this until the form is completed
- The completed New or Activate Supplier Form should then be E-mailed, or printed and presented, to one of the Approvers for review and signature.
 - For new vendors, the email Subject Line should include the name of new vendor only.
 - Updating current vendors, the email Subject line should include name of vendor AND vendor number.

New or Activate Supplier Form – Procurement

E-mail this form along with the W9 or W8BEN-E or Certificate of Incorporation, ACH or Wire transfer and Visual Compliance to SAPNewVendorRequest/BWI@MATERION.COM.

ALL SUPPLIERS, EXISTING AND NEW, MUST HAVE A CURRENT W9 OR W8BEN-E OR CERTIFICATION OF INCORPORATION, ACH OR WIRE TRANSFER AND VISUAL COMPLIANCE ON FILE.

NOTE: If you want to make changes to a supplier that is already active in SAP, e-mail your changes to the above.

APPROVERS: Dave Smick (PAC Suppliers), Mike Rooney (PC Suppliers), Justin Reaume (AMG Suppliers) or Bob Rosol. (Alternative approvers: Gaston Alvarado, Robert Copeland, or Todd Mestrez).

* _____
Print Name (Approver) Signature Date
*Requested by: _____ *Company code: _____

For PAC Use only:

*Supplier Classification: ☐ Direct Material and Related Services Supplier ☐ Calibration Supplier
☐ External Provider ☐ Other

Direct Material and Related Services Supplier Definition – Suppliers of raw materials, outside processing and outside testing that become a deliverable to a Materion customer.

Calibration Supplier Definition – Suppliers performing calibration and testing services and shall be assessed by an ILAC approved assessor against ISO 17025.

External Provider Definition – Suppliers that work on or calibrate plant equipment or machinery that process products that become a deliverable to a Materion customer.

For AMG Use only:

*Will this Supplier be providing Direct Materials or Outside processing/testing (that becomes a deliverable to the customer) per COR-SQ-0005?

☐ Yes ☐ No

If **yes**, a supplier risk assessment must be approved by Sourcing and Supplier Quality prior to activation in SAP.

Conflict minerals (Tin, Tantalum, Tungsten, Gold and their derivatives) ☐ Yes ☐ No

If yes, indicate which metal. _____

Form will require **Sr. Director Global Procurement signature.**

*Supplier screened via Visual Compliance? ☐ Yes ☐ No

VISUAL COMPLIANCE FORM MUST ACCOMPANY REQUEST.

*Did the Visual Compliance screen identify non-compliance? ☐ Yes ☐ No

If yes, indicate the issue. _____

Form will require **Sr. Director Global Procurement signature.**

*Did the Supplier confirm agreement to Materion's Supplier Code of Conduct? ☐ Yes ☐ No

*Is this a toll supplier? ☐ Yes ☐ No

If **yes**, are the materials or products being sent to the toll supplier to be processed classified as hazardous under OSHA?

☐ Yes ☐ No

If **yes**, contact your local product steward or EH&S representative to ensure proper communications and documentation are provided to the toll supplier.

*Reason for addition: _____

***Required fields**

SUPPLIER INFORMATION:

*Name: _____ Supplier No _____

SAP Search Term: _____

*Address: _____ PO Box #: _____

*City: _____ *State: _____ *ZIP: _____ Country: _____

*Main Phone: _____ Main FAX: _____

*Sales Person: _____ Sales Person Phone: _____

*Email: _____

*Terms of Payment: Default is 2%/10 Net 60 days or specify other _____

Payment Terms of less than Net 45 days require approval of the **Materion CFO. A copy of the approval must accompany this request.**

*SAP default terms: FOB Origin Collect (North American FOB usage) or specify other _____

REMINDER:

Additions, changes, and/or updates will not take place without an ACH Authorization form or applicable banking information, as well as a W-9 form or applicable W-8 or Certificate of Incorporation form for overseas suppliers