



SUPPLIER INFORMATION FORM

The purpose of this form is to collect data for evaluation of suppliers for initial set-up or to update information for existing Suppliers. The information provided may be used by The NORDAM Group LLC, NORDAM Europe Limited, and the affiliates and divisions of each.

Instructions for the Supplier: Return signed copy directly to the NORDAM representative that requested this document.

NEW SUPPLIERS- Form must be completed in its entirety.

EXISTING SUPPLIERS- Complete the **Buy From Information** plus any section that data has changed.

Buy From Information:

Legal Company Name: _____

Doing Business As: _____
If different than legal name

Street Address: _____
Site that provides goods/services to NORDAM

Country: _____ City: _____ State: _____ Postal Code: _____

Salesperson Contact Information:

Name: _____ Phone No.: _____

Email Address: _____ Cell Phone No.: _____

Remittance Information (if different than Buy From):

Remittance Company Name: _____

Address: _____

Country: _____ City: _____ State: _____ Postal Code: _____

Remittance Contact Information:

Name: _____ Phone No.: _____

Email Address: _____

Parent Company Information (if different than Buy From):

Parent Company Name: _____

Street Address: _____

Country: _____ City: _____ State: _____ Postal Code: _____

Commercial Insurance Information: *Provide a copy of the Insurance Certificate.*

Insurance Carrier: _____

Effective Date: _____ thru _____

Type of Coverage:

Worker's Compensation (Limits of Liability) \$ _____

Commercial General Liability (Limits of Liability) \$ _____

Product Coverage: _____ Included _____ Excluded

Commercial Auto Liability: _____ Included _____ Excluded

IRS Information: *Select all that apply and indicate items to be purchased.* **Tangible Goods:**

Type of goods _____

Shipping Terms _____

 Change of ownership location: At Supplier's shipping dock

Country where the dock is located _____

 At Buyer's dock At Drop Shipment location

Country where the dock is located _____

 Services:

Type of service: _____

Country where service is performed _____

 Rights to Use (patents, software, copyrighted material):

Type of property _____

Country where property will be used _____

 Other:

List the goods or service: _____

Country where change of ownership occurs: _____

ATTENTION: U.S. Companies: Must provide a signed copy of their organization's W-9.**Foreign Status Companies or Individuals** - If the United States is where country of ownership takes place or service is performed, provide a copy of a properly completed tax withholding IRS form, W-8BEN, W-8BEN-E, or W-BECL.Visit [IRS.GOV](https://www.irs.gov) to access the tax forms and instructions.**Payment Information:** Select one method and provide information as needed. **E-payable (virtual credit card)** **ACH - U.S. Electronic Funds Transfer**

Bank Institution: _____

Bank Routing No. _____ Account No. _____

 BACS - U.K. Bankers Automated Clearing Service

Bank Institution: _____

Bank Routing No. _____ Account No. _____

IBAN No. _____

 Bank Wire – Only Available outside the continental U.S.

Bank Institution: _____

Bank Routing No. _____ Account No. _____

IBAN No. _____

Conflict of Interest Statement:

I attest and affirm that I do not have a private interest, either financial or otherwise, with NORDAM or any of its employees, which would impair my ability to conduct business with NORDAM in an ethical manner.

Supplier Signature: The information on this form is provided based on the best of my knowledge on this date.

Name (please print): _____ Job Title: _____

Signature: _____ Date: _____

Doing Business with NORDAM Contact Information**Conflict Minerals:**

Name: _____ Email: _____ Phone # _____

NORDAM supports the SEC's final rule concerning Conflict Minerals, which was promulgated pursuant to Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (the "Rule"). In order to support the rule, NORDAM requires our Suppliers to provide the necessary effort in obtaining the information required to support our Customer's SEC filing requirements. Supplier will support NORDAM by participating in the Conflict Minerals "Reasonable Country of Origin" inquiry for all products supplied to NORDAM. Support means responding in a timely manner to all inquiries NORDAM requests for products supplied by Supplier. (NORDAM currently utilizes the CFSI EICC GeSI Survey Template to gather information.)

Human Trafficking:

Name: _____ Email: _____ Phone # _____

Supplier will comply and support regulatory compliance requirements as identified by Federal, State, Local and international laws and regulations to ensure that products provided to NORDAM do not violate basic working conditions, human rights and safety as identified in the "Trafficking Victims Protection Reauthorization Act's" (TVPA) and other such laws and regulations protecting individuals in the workplace. It is NORDAM's expectation that Suppliers flow down this requirement to their suppliers. If Supplier suspects a potential violation, Supplier must immediately contact NORDAM to discuss remedy solutions. For guidelines on how to accomplish this in your supply chain, please review the information provided by the US Department of Labor and US Department of State.

Environmental Health & Safety:

Name: _____ Email: _____ Phone # _____

Supplier will comply and support NORDAM in regulatory compliance requirements as identified by Federal, State, Local and international laws and regulations (e.g., EPA Clean Air and Water, TSCA, DOT, OSHA, REACH). As required, Supplier will identify and provide NORDAM with the chemicals (by CAS #) contained within their products and/or articles in order to comply with domestic and international reporting requirements.

Compliance with Applicable Laws:

Name: _____ Email: _____ Phone # _____

"Applicable Law" means any applicable statute, treaty, code, regulation, ordinance, order, procurement policy, rule, license or certificate of a government, and includes but is not limited to the (i) regulations of EASA and the FAA, including without limitation, Federal Aviation Regulations Part 121 Appendix I & J - Anti drug and Alcohol Misuse Prevention Program; (ii) the Export Administration Regulations ("EAR") of the U.S. Commerce Department's Bureau of Industry and Security ("BIS"); (iii) the International Traffic in Arms Regulations ("ITAR") of the U.S. State Department's Directorate of Defense Trade Control ("DDTC"); (iv) rules and regulations of the U.S. Treasury Department's Office of Foreign Assets Control ("OFAC"); (v) all applicable environmental and export and import laws; and (vi) the Federal Acquisition Regulations (FAR) and supplements thereto.

Customs Security Programs: Supplier voluntary participation in supply chain security programs

Name: _____ Email: _____ Phone # _____

Check all that apply to your organization:

- None at this time
 Customs Trade Partnership Against Terrorism: **C-TPAT number:** _____
 EU Authorized Economic Operator Program: **AEO number:** _____
 Canada Border Services Agency's Partners in Protection (PIP)
 Mexico Tax Administration Services New Scheme of Certified Companies (NEEC)
 OTHER: **Name of Program:** _____

Supplier acknowledges that it understands the requirement of **"Doing Business with NORDAM"** and will support NORDAM by responding to all inquiries to meet laws, regulations and program requirements as identified.

_____ Initial and date for acknowledgement

Small Business Self-Certification: Must Select either Large or Small Business

DUNS No.: _____ NAICS Code: _____ CAGE Code: _____ # of Employees: _____

Business Category

_____ Large Business

_____ Small Business (if small business, select all that apply)

_____ (SDB) Small Disadvantaged Business

_____ (SDVOSB) Service Disabled Veteran Owned Small Business

_____ (WOSB) Women Owned Small Business

_____ (VOSB) Veteran Owned Small Business

_____ (HUBZone) Historically Underutilized Business

Certificate #: _____

Expiration Date: _____

_____ (HBCU/MI) Historically Black College/University

_____ Other Minority Owned Small Business

Specify Minority: _____

_____ (ANC/IT) Alaska Native Corp. or Indian Tribe that is certified as small disadvantaged business (SD)

_____ (ANC/IT) Alaska Native Corp. or Indian Tribe that is not a small business.

You may wish to review the definitions of the above categories in the Federal Acquisition Regulations 19.701 or 52.219-8 (<https://acquisition.gov/far>). If you have difficulty ascertaining your size status, please call 1-800-U-ASK- SBA or refer to the SBA's website at www.sba.gov. Under 15 U.S.C.645(d), any person who misrepresents company size status shall (1) be punished by a fine, imprisonment, or both, (2) be subject to administrative remedies, and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

Certification Signature: Supplier's certification signature applies to the Small Business Self-Certification. It is our responsibility to notify NORDAM of status changes per CFR 121.109.

Name (please print): _____ Job Title: _____

Signature: _____ **Date:** _____