

## **Policy: Supplier Master Database, Management and Controls**

**Policy No.: 1331-10**

**Responsible Officer: Senior VP Finance and CFO**

- 1.0** The Company shall only procure goods and/or services from suppliers who have been approved in Safety, Quality and Financial categories and uploaded into the SAP Supplier Master Database.
- 2.0** New suppliers shall be entered into the SAP database by the Supply Chain Organization's Supplier Master Administrator.
- 3.0** Establishing a new supplier in SAP is an activity requiring the supplier to provide information related to their business. Suppliers provide their company information via the Ariba SLP portal.
- 4.0** Suppliers shall complete and sign the applicable W-9 or W-8 form, business classification form, and payment instructions. : "The Supplier Master Administrator conducts a Tax Identification match, an OFAC (Office of Foreign Assets Control) check on foreign suppliers to ensure we can do business with them, and a SAM (System for Award Management (SAM) validation to check for debarment and suspension status of suppliers: all of which are completed before a supplier can be loaded into SAP
- 5.0** Occasions will arise where it is necessary to deactivate a supplier from providing goods and/or services to the Company. All deactivation decisions shall be reviewed and approved by the Corporate Supply Chain Director.
- 6.0** Subject to including any required government contract terms and conditions, the Company will not discriminate against any prospective supplier, subcontractor or joint venture partner as a result of the race, creed, color, religion, sex, age, national origin, handicap, marital status or veteran status of its ownership, management, staff or operating personnel. Qualification and approval will be based upon demonstrated ability to perform, not upon any of the characteristics listed above.
- 7.0** Annual reviews of suppliers will be conducted by the Corporate Supply Chain Director. Suppliers who have not had any spend history within several years may be deactivated from SAP and new paperwork must be completed should the Company need to utilize the supplier in the future. Annual reviews are also conducted to ensure valid W8s and W9s have been uploaded for all suppliers.