

NEW VENDOR REQUIREMENTS

THE FOLLOWING INFORMATION IS REQUIRED BEFORE THE EXCHANGE CAN MOVE FORWARD AND PROVIDE A PAYMENT/PROCUREMENT NUMBER FOR YOUR BUSINESS ORGANIZATION. YOU WILL PROVIDE THIS DOCUMENTATION TO THE ASSIGNED EXCHANGE BUYER.

1. COMPANY POC TO INCLUDE EMAIL AND PHONE NUMBER
2. OFFICIAL LETTERHEAD OF THE COMPANY LISTING THE FOLLOWING:
 - a. SOLD TO ADDRESS – ADDRESS TO SEND POS
 - b. SHIP FROM ADDRESS – PHYSICAL ADDRESS PRODUCT WILL SHIP FROM
 - c. REMITTANCE ADDRESS – ADDRESS TO REMIT PAYMENT
 - d. FOB AREA CODE – WW (WORLDWIDE), EE (EUROPE), PX (PACIFIC), OR US (UNITED STATES)
 - e. CURRENCY CODE
 - f. CASH TERMS
 - g. PREP TIME - FROM ORDER DATE TO SHIP DATE
 - h. ORDER/CUSTOMER SERVICE POINT OF CONTACT
 - i. NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS
3. BLANK INVOICE COPY
4. COMPLETED W-9
5. PO MIN/CASE MIN/PALLET MIN
6. SPLC
7. EDI COMPLIANT?
8. INCOTERMS FOR INTERNATIONAL SHIPMENTS: FOB ORIGIN FOB DESTINATION
 - a. IF FOB ORIGIN-IS AAFES THE IMPORTER RESPONSIBLE FOR CUSTOMS DUTIES? YES NO

PLEASE PROVIDE THE BELOW INFORMATION IN REGARDS TO YOUR COMPANY.

1. BUSINESS TYPE: SUPPLIER MANUFACTURER DISTRIBUTOR
2. NUMBER OF EMPLOYEES: 1 TO 499 500 OR ABOVE
3. VETERAN OWNED?
4. DISABLED VETERAN OWNED?
5. WOMAN OWNED BUSINESS?
6. MINORITY OWNED: AFRICAN AM. HISPANIC AM. ASIAN PACIFIC AM. NATIVE AM./ALASKAN
7. SMALL BUSINESS?
8. SMALL DISADVANTAGED BUSINESS?