



SUPPLIER MAINTENANCE FORM

*Items marked with an * are required fields.*
Revised February 2017 by Global Sourcing

*Supplier Name _____

Alternate Name or D/B/A _____

*Taxpayer ID Name _____

*Taxpayer ID# _____ Federal Social Security

*NAICS Code _____

*Does your Business classify as a Small Business Concern according to www.sba.gov? Yes No

If you are a diverse Business, circle all that apply:

- HubZone
- Small Disadvantaged Business
- Woman Owned Business
- LGBT
- Service Disabled Veteran
- other: _____
- Minority Business Enterprise
- Veteran Owned Business

*Corporate Address _____

*Remit Address _____

*Ordering Address: (Order Method: Email EDX) _____

*Returning Address _____

*Primary Contact Name _____ *Phone _____

*Primary Contact Email _____

*Accounting Contact Name _____ *Phone _____

*Accounting Email used for payment remittance _____

*Name of Officers/Titles _____

Are you incorporated? Yes No

Will Shaw need to provide a copy of our Sales Tax Exemption Certificate? Yes No

Tungsten e-invoicing REQUIRED. Have you enrolled in Tungsten e-invoicing? Yes No

http://www.tungsten-network.com/customer-campaigns/shaw_new/

Will you be doing service work on Shaw property? (If yes, you will need to complete additional paperwork) Yes No

Does the business provide contracting services for which taxes are paid on materials at time of purchase? Yes No

Please describe the nature of your business _____

GLOBAL SOURCING INTERNAL USE ONLY	
PAYMENT INFORMATION:	FREIGHT INFORMATION:
PAYMENT TERMS: 90 days _____	FREIGHT TERMS: _____
Payment Method:	FREIGHT TERMS CODE: _____
AP Card (US Only)	
ACH (Us Only)	
Supply Chain Finance (SCF)	OFAC SUPPLIER CHECK COMPLETED: Yes No
Wire Transfer	
Other: _____	

SUPPLIER SIGNATURE: By entering my name, my title and the date on the line below, I hereby indicate I am an authorized agent of the above named company and indicate agreement and acceptance of the items and terms noted on this form.	
Name: _____	Signature: _____
Title: _____	Date: _____

SHAW ASSOCIATE REQUESTING: _____ Date: _____

GLOBAL SOURCING ASSOCIATE SIGNATURE: By entering my name and the date on the lines below, I hereby indicate my agreement and approval of the items and terms noted on this form. I have verified that all required information has been obtained and authorize the setup of this supplier.

Associate Name _____ Date: _____

GLOBAL SOURCING INTERNAL USE ONLY CHECK ALL APPLICABLE VENDOR TYPES

VENDOR TYPES

- ADC Advances to Subsidiaries
- ADL Aligned dealers
- AGT Non-Employee Sales Agents
- BKG Brokerage
- BNK Banks and credit unions
- BOD Members of the Board of Directors
- BUS Business Machines & Computer
- CAP Capital Equipment
- CCD Credit card vendors (Pcard vendor/Corporate AM EX/GE Finance)
- CHY Charitable donations (Non-Profit Organizations/Sponsorships)
- CNF Seminars and conference fees
- CON Contractors
- CPT Carpet installations, measuring or estimating
- CSH Petty Cash
- CUS Customer related (Claims/Over bills-1099 applicable/rebates and growth incentives/Buying Group advertising/Vendor Rebates/Interviews/Collection Expense, not Legal)
- DTY Customs, duties, and duty drawbacks
- DUE Dues (Union/Professional)
- EMP Employee Related (Expense reimbursement/Tuition reimbursement/Advances-travel and other/Employee recognition/Employee relocation expenses/Non-taxable fringe benefits/United Way/Adoption assistance/401K and deferred compensation)
- EOE EOE /Direct Connect
- EPM Enterprise Product Master (Update Table)
- FIN Penalties and fines
- FRN Foreign Vendor
- FRT Freight or Delivery Company
- FUL Fuel (Oil Propane Gasoline)
- GOV Governmental Agency
- GRN Garnishments and levies (Child Support/Chapter 13/Tax Liens)
- HDS Hard Surfaces (Ceramic/Vinyl/Hardwood)
- INS Insurance
- INT Internal Supplier
- LGL Legal Settlements
- LND Land Purchases (not land improvements)
- MED Medical and Health care Services
- MKT Advertising and Marketing
- MRO MRO, Services (1099 applicable)(Janitorial Services/Lawn Maintenance/Inspection Services/Sales Commissions/Catering Services/Uniform Rental/Wrecker Services/Promotional Expense)
- OBH Hard Surface Raw Material
- OBR Raw Material/OB10 Vendor
- OSP Outside Processor
- POS Postage
- PRO Professional Fees (Legal/Accounting/Consulting/Plan administration for fringe benefits)
- PRZ Sweepstakes and prize winners
- RAW Raw Materials
- RNT Rental Agencies (1099 applicable (Landlords/Equipment rentals/leases/Business machines/Trailers/Computers)
- RYL Royalty vendors (to whom we pay for the use of artwork)
- SCF SCF & Resale Items
- SMP Samples Raw Material & Services
- SPF SPIFF Payments

- SPS Athletic team sponsorships
- STF Staff Services (Temp Services)
- SUB Subscriptions
- SUT Tax Dept. only-Exclude from SQR
- TAX Taxes (Income and Franchise/Sales and Use/Business & Occupation/Gross Receipts/Property/Intangible/Premiums Tax Fuel/Taxes unclaimed/Property/Unemployment/Payroll withholding/Backup withholding/Other Taxes)
- TRG Training
- TVL T&E Expenses (not through expense reimbursement - Airline tickets/Hotels/Meals/Banquet facilities/Customer Entertainment)
- UTL Utilities (Electric/Water/Telecommunications Phone/Gas)

DIVERSE SPEND CATEGORIES

- AIT Alaskan Native & Indian Tribes
- HBZ HubZone Small Business
- LGT Lesbian, Gay, Bisexual, and Transgender
- MBE Minority Business Enterprise
- SBC Small Business Concern
- SDB Small Disadvantaged Business
- SDV Service Disabled Veteran
- VOB Veteran Owned Business
- WOB Woman Owned Business

CERTIFICATIONS

- PIQ PIQM/SQS Level 4
- SAF SAFE Certified
- SQ3 SQS Level 3
- SQ2 SQS Level 2
- 000 ISO9000
- 901 ISO9014

FREIGHT TERMS CODES

- CFR FOB (CARRIER, FRT SELLER, NAME PORT)
- CIF (COST, INSURANCE, AND FREIGHT)
- CIP FOB (CARRIER, FRT/INS BY SELLER)
- CPT FOB (CARRIER, FRT PD BY SELLER)
- DAT (DELIVERED AT TERMINAL)
- DAP (DELIVERED AT PLACE)
- DDP FOB (DEST, FRT SELLER, DUTY PAID)
- DDU FOB (DEST, FRT PD SELLER, DUTY DUE)
- FAS (FREE ALONGSIDE SHIP)
- FCA FOB (CARRIER, FRT PD BY BUYER)
- FOB FOB (CARRIER, SEA FRT PD BUYER)
- FOB-D/C FOB (DEST, FRT PD BY BUYER)
- FOB-D/PD FOB (DEST, FRT PD BY SELLER)
- FOB-D/PDCB FOB (DEST, FRT SELLER, CHARGE BACK)
- FOB-O/C FOB (ORIGIN, FRT PD BY BUYER)
- FOB-O/PD FOB (ORIGIN, FRT PD BY SELLER)

INSURANCE REQUIREMENTS

- CER Insurance Certificate Required

VENDOR CATEGORY

- APR Approved Vendor (Category Specialist)
- APV Sourcing Approved
- STG Sourcing Strategic