

## Supplier Supporting Documentation

Supplier must provide supporting documentation that adheres to the validity parameters outlined in this document.

All supporting documentation which is turned in for vendor onboarding must meet these validity parameters

- No amendments—The document integrity must be intact and must not show amendments or strikeouts.
- Non editable format—The document must be in a non-editable format. Including but not limited to JPEG, JPG, PDF.
- Must be Official Documentation— Documents provided must be attained from official sources. Some examples of official documentation can be: Supplier letterhead, invoice, local tax document, official bank document, private domain e-mails, etc.
- Expiry Dates - The document provided must be not older than 12 months.

All suppliers must include the following supporting documents regardless of the region.

- Bank Documents
  - Valid bank documents are:
    - Bank letterhead, Bank Book, Bank account statement (balances can be hidden), or Voided check.
- Supplier Letterhead or Invoice
  - This document is used to support supplier address, name, contact information, DUNS number, etc.
  - This document can also reflect bank details and remove the need to have a bank document.
- Tax Document
  - This document is used to support country specific tax information. Be sure to provide the TAX documentation applicable for the country of the vendor that is being created.

Suppliers are required to provide the following additional supporting documents when located in:

- Thailand
  - Thailand located manufacturing suppliers with 200 employees or less. Or whose annual revenue does not exceed 500 million local currency. THB (About 15.15 M USD) or service wholesale or retail businesses with 100 employees or less or with an annual revenue not exceeding 300 million THB (About 9.09 M USD). Are considered Small Medium Enterprise vendors must provide the following supporting documents:
    - SME (Small Medium Enterprise) certificate
    - If the supplier does not have an SME Certificate they can provide the following documents as support:
      - Withholding Income Tax Return (PND.1) or Payment of Social Security Contributions form (SorPorSor.1-10) which supports the criteria of employment by subcontractors and suppliers.

- Audited financial statements of the subcontractors and the suppliers which support the revenue criteria under the TCC Guidelines.
- India
  - Provide MSME (Micro, Small and Medium Enterprises) certificate