

Subject: Supplier Creation and Modification Checklist

Dear Suppliers,

According to Air Liquide Group Procedure and Compliance, we require our suppliers to provide full and valid information and documentation for new supplier creation or existing supplier modification in our system.

Our requesters (your Air Liquide Contact) would send you this checklist along with other supporting files for you to read, fill, sign, prepare and return.

New Supplier Creation

1. SGI Form (Supplier General Information Form)

- Type in only. No Hand-written.
- Read Air Liquide **Supplier's Code of Conduct** Policy.
- Read Air Liquide **New P2P Platform Coupa Supplier Portal Communication letter**.
- PO Email address needs to be the Coupa Supplier Portal account/admin email** for PO review and invoice creation. Supplier employee who manages the email can invite multiple users. Air Liquide will send you a CSP invitation for registration once the supplier is set up in the Air Liquide system.
- Air Liquide Standard Payment Terms are 30EOM.
- Fill Air Liquide SGI Form (Tab "Supplier") and **sign**. Company stamp is not required if not available.
- Information provided in SGI Form must be the same as supporting documents** (see below details).

2. Company Registration Information Document

- Certificate of company registration, Business License or other kind of documents from authorised organisation or government.
- Company name and Tax registration number **must match** the supporting bank documents and SGI form.
- Tax Registration Certificate is required for overseas suppliers.

3. Valid document of company bank details

- Valid bank supporting documents could be: Bank statement head, Bank Pass book, Printed Deposit slip, Handwritten deposit slip with a bank stamp, Internet Banking screenshot, Verification Letter with company letter head & Stamp with company address, Letter from Bank etc.
- Must show Company name, Bank Name, Bank Account Number, Bank Branch Name etc and **must match** SGI form.
- If the Tax registration number is shown on the document, it **must match** the Company registration document and SGI form.
- The **exact banking details** must be updated in Coupa Supplier Portal (after registration) for invoice creation and payment.

4. A Copy of company Letterhead (if available)

- Quotation or invoice can be used and information should match other supporting documents for future PO and invoice processing.

Existing Supplier Modification

1. SGI Form (Supplier General Information Form)

- Type in only. No Hand-written.
- Fill Air Liquide SGI Form (Tab "Supplier") and sign. Company stamp is not required if not available.
 - Company name, Contact person details and Business Registration Number must be filled in.
 - The information to be changed must be filled, such as updated email address, banking details etc, and the relevant supporting documents must be provided (see below details).
 - The rest of the form can be kept blank.
- Read Air Liquide **New P2P Platform Coupa Supplier Portal Communication letter** and **contact AuALA-epic-coupa-anz@airliquide.com for CSP invitation** if the supplier hasn't processed PO and Invoice on CSP. *Note: Supplier can only use one email to set up the CSP account (to manage multiple customers who use Coupa), however supplier employees can invite multiple users to view POs and create invoices in the same portal.*
- Information provided in SGI Form must be the same as supporting documents** (details seen as below).

2. Supporting documents required based on the type of Modification

- **Modification 1: Master Data Change** (including address, email, contact person etc)
 - SGI form filled and signed as requested above.
 - No other supporting documents required from the supplier.
- **Modification 2: Banking details**
 - SGI form filled and signed as requested above.
 - Proof document of the changed company bank details:
 - Latest Bank statement or blank Cheque.
 - Must show Company name, Bank Name, Bank Account Number, Bank Branch Name etc and **must match** SGI form.
 - If the Tax registration number is shown on the document, it **must match** the Company registration document and SGI form.
 - The **exact banking details** must be updated in Coupa Supplier Portal (after registration) for invoice creation and payment.
- **Modification 3: Payment terms**
 - SGI form filled as requested above.
 - No other supporting documents required from the supplier.
- **Modification 4: Company name**
 - SGI form filled as requested above.
 - Official government document (eg Certificate of Registration on Change of Name) showing old and new company name etc.
- **Modification 5: Tax Registration change & Re-activation**
 - Same process and requirements as New Supplier Creation. See Page 1.