

# **Supplier Onboarding Information**

Dear valued Supplier

You are about to start a business relationship with Ashland. We are very excited to do business with you and looking forward for a great partnership. In order to get started please read this Information Letter and fill out all Forms.

Please provide additionally to the filled out forms on <u>official company letterhead</u> which contains the following information: \*VAT Number (if applicable), \* Bank information, \* Phone and Email addresses, For Supplier based in the United States of America a W9 Form must be provided

### **Payment Terms:**

Ashland's standard payment terms are 60 days net or 2% 15 days!

#### Coupa:

Ashland has chosen Coupa (www.coupa.com) as the enterprise Source-to-Pay ("S2P") solution. In order to do business with us you need to fill out either the SAN or CSP Registration Form. See also the Coupa Information Letter for more Information.

## **Supplier Code of Conduct (SCOC):**

Ashland's Supplier Code of Conduct outlines what Ashland requires from you as a supplier with respect to labor and employment rights, environmental health and safety, business ethics and social responsibility, and global trade practices. Please read the SCOC carefully and sign the document.

## Sustainability / future assessments:

As part of our sustainability program, an environmental, social and ethical performance assessment can be carried out. For this we have partnered with EcoVadis who will be coordinating the assessment process. Ashland may ask you to participate in such assessment

Ashland may check available public financial data through appropriate channels and/or request official financial information from our suppliers.