



## One Theory Biosciences New Supplier Approval/ Supplier Renewal Form

**Form Instructions:** To become an approved One Theory Biosciences supplier you must complete all sections of the form below and sign for authorization. All suppliers must agree to One Theory Biosciences' Supplier Code of Ethics and our Purchase Order Terms and Conditions. Please send the completed form to [purchasing@onetheoryusa.com](mailto:purchasing@onetheoryusa.com).

### SECTION I - Supplier Classification and Contact Information

Company Name as Displayed on Invoices: (Please provide sample invoice)		Tax ID: (Please provide copy of W9)
DUNS#	NAICS Code	Annual Sales
Website	Contact Name	Contact Phone/ Email

Type of Business:     Manufacturing     Distributor     Service (Other)

Name of Principle Owner: \_\_\_\_\_

Year of Establishment: \_\_\_\_\_

### Description of Company + Products/Services Offered

Does Your Company Have a Quality System in Place?     Yes     No

*\*\*(Please provide a copy of the latest version of your quality manual.)*

If yes, to what standard(s)? \_\_\_\_\_

Do You Provide Certificates of Conformance?     Yes     No

### How Does Your Company Approach Sustainability and Protect People & Planet?

SECTION II – Purchasing & Payments		
Remittance Information		
Street Address	City & State	Zip
Accounts Receivable/Billing Email Address: (Required for emailed remittance advice)		

Purchasing Contact Information	
Contact Name	Purchase Order Dispatch Email (Required to receive PO)
Telephone	
1099 Email Address (Required to receive 1099 MISC by email)	

Payment Details			
Bank ABA Transit Number: (Must be 9 digits)	Bank Account Number		
Bank Name			
Name on Account: (As shown on bank records)			
Swift/IBAN			

\*I agree to be bound by One Theory Biosciences' Supplier Code of Ethics.  Yes  No

\*I agree to be bound by One Theory Biosciences' Purchase Order Terms and Conditions.  Yes  No

By submitting this form, signer represents that the information provided is complete and accurate of the date of submission.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please email completed form to: [purchasing@onetheoryusa.com](mailto:purchasing@onetheoryusa.com)

*Internal One Theory USA use only:*

Vendor/Supplier Approved?  Yes  No

\* If no, list reasons for denial: \_\_\_\_\_

Who requested this vendor/supplier be approved? \_\_\_\_\_

Approval Granted By: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date of Approval: \_\_\_\_\_