



New Supplier Packet Checklist

✓	Document Name	Description
	Supplier Site & ESG Information Form	Collects the company's legal name, address, tax ID, ESG, and contact information.
	EFT Bank Authorization Form	Collects bank account details.
	IRS W-9 (US) or local Tax Form	Required Tax form to comply with IRS.
	Supplier Code of Conduct	Outlines WIS standards of ethics, safety, legal compliance, and environmental and social responsibility.
	Non-Disclosure Agreement (NDA)	Protects confidential information shared between WIS and your company.
	Supplier Onboarding Cybersecurity Checklist	Evaluates the company's IT security practices, policies, and controls.
	Supplier Questionnaire *For Critical supplier only	Supplier Questionnaire is only required for critical suppliers to remain compliant with API regulations. A supplier is considered critical if they fall under one of the following categories: Material testing laboratory Calibration Steel mills Coating Heat treating Non-destructive examination

Instruction:

1. Complete all required forms in this New Supplier Packet. The supplier will **not** be set up until all required documents are submitted.

***Please note:** Supplier Questionnaire is only required if you fall under the categories outlined for **critical** suppliers. If your company is considered critical, please complete the Supplier Quality Questionnaire Excel sheet, available at:

<https://www.wellboreintegrity.com/suppliers/>

2. Return the New Supplier Packet and the Supplier Quality Questionnaire (if applicable) via email to supplier@wellboreintegrity.com, and copy your WIS point of contact.

The requestor (WIS point of contact) is responsible for ensuring the supplier completes all required forms.

This form is designed for WIS Supplier's use globally, and therefore may not contain the exact verbiage applicable in your Country. Please complete to the best of your knowledge and email supplier@wellboreintegrity.com with any questions.