

**NEW SUPPLIER CHECKLIST
CHANGES TO EXISTING SUPPLIER CHECKLIST
SUPPLIER REACTIVATION CHECKLIST**



Supplier's company letterhead stating the following information within the body of the letterhead:

- The address to which purchase orders should be mailed
- The address to which materials will ship from / be returned to [Direct Purchasing requirement]
- The address to which checks should be mailed
- The currency in which the supplier will invoice / Cummins Inc. will remit payment
- Purchase Order contact name, telephone number, fax number, email address and web address

This letterhead must be signed and dated by the supplier's company representative providing the information and contain their printed name and title.

Supplier's bank details (when requesting to receive payments electronically):

- The supplier's bank information must be provided on the supplier's company letterhead

This letterhead must be signed and dated by the supplier's company representative providing the information and contain their printed name and title.

NOTE: The supplier's bank must also sign, date and provide their printed name and title on this same letterhead. [India requirement]

Supplier's identification number, which depending on supplier's location, can be any of the following (when applicable):

- W-8 / W-9 tax form [US / Canada requirement]
- Permanent Account Number (PAN) Card [India requirement]
- Registro Federal de Contribuyentes (RFC) or Registro Federal de Contribuyentes (RFC) + Clave Unica de Registro de Poblacion (CURP) [Mexico requirement]
- (Copy of) Company registration certificate [South Africa requirement]

Signed Supplier Code of Conduct (SCOC) form:

- Appropriate box marked
- Copy of supplier's own Code of Conduct policy (when applicable)
- Response form signed and dated by the supplier's company representative completing the form

Supplier's Diversity certification stating (when applicable):

- Woman-Owned (WBE)
- Minority Business Enterprise (MBE)
- Service Disabled Veteran (DBVE)
- Gay/Lesbian/Bi-Sexual/Transgender (GLBT)
- Contribution level of a Broad Based Black Economic Empowerment (BBBEE) [South Africa requirement]
- Micro exempt certificate (if supplier's annual turnover is less than R5,000,000) [South Africa requirement]

Supplier's Financial Health / Tax / Invoice:

- CREA / SP, Federal (CNPJ), Estadual (IE) and Municipal (CCM) on supplier's company letterhead [Brazil requirement]

This letterhead must be signed and dated by the supplier's company representative providing the information and contain their printed name and title.

- For Domestic suppliers, a blank or non-negotiable invoice copy [Mexico requirement]
- Tax clearance certificate [South Africa requirement]
- Dun & Bradstreet report