



Dear Vendor,

Thank you for your interest in supplying our company. Before your company can be considered as a supplier we ask that you read and agree to the following:

1. [Standard Terms and Conditions - Inbound Shipping Policy](#)
2. [Vendor Payment Guidelines](#)
3. [Key Elements & Philosophy of Global Sourcing](#)

Once you have read and agree to our policies and Terms & Conditions and are still interested in becoming a supplier to Graham, you then need to be sponsored by your contact at the Graham location you intend to supply. Your sponsor will need to enter a new vendor request form. If approved, you will then be contacted to complete and return the following documents to your Graham sponsor:

1. [Vendor Information](#)
2. [W9 instructions](#) (information only - no need to return)
3. [W9 form](#)
4. [Ownership Information Form](#)
5. [Copy of current MWBE certificate if applicable](#)

The following documents are available as optional support information:

- [ACH payment instructions](#)
- [Graham plant location information](#)

Thank you,

MF Sauer
Senior Vice President of Global Sourcing