



700 Indian Springs Drive, Suite 100
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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–Invoicing Guides](#)
2. [Vendor Payment Guidelines](#)

Once you have read and agree to our policies, Terms & Conditions, and Minimum Standard Terms for Prospective Vendors/Contractors you will 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. Please 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. [W8 form](#) and [FACTA Onboarding Checklist](#) (must complete both documents)
 - a. [Click here](#) to access additional information regarding our request for a W-8 or W-9 form. If you require assistance completing the form, please consult with your tax accountant or tax advisor.
5. [Ownership Information Form](#)
 - a. Copy of a current MWBE Certificate, if applicable
6. [Minimum Standard Terms for Prospective Vendors/Contractors](#)

The following documents are available as optional support information:

- [ACH payment instructions](#)

You will be notified by your sponsor if you have been approved to become a supplier.

Thank you