

To: New Suppliers for FOSS MARITIME COMPANY, FOSS INTERNATIONAL, AND FOSS ATLANTIC

From: FOSS Supply Chain

As an ISO 9001 and 14001 conformant organization, Foss is required to only use suppliers that have been deemed "Qualified" to perform the work or supply the items requested of them. Before a supplier can be added to our Qualified Supplier List, there are a number of pieces of information that we require. These are attached, and should be returned as soon as possible. Purchase orders cannot be issued until a supplier has been added to our system.

ADDRESS BOOK/VENDOR MASTER

This is basic address and contact information. This should include all relevant phone/FAX/and email numbers, contact names, remit to and street address.

SUPPLIER QUESTIONNAIRE FOR OTHER SERVICES

This is not required to be added to our accounting system as a supplier, but we recommend you complete the form as you might be required to complete it after the initial review.

EEOC LETTER

A short letter outlining our responsibilities as equal opportunity employers.

AGREEMENT & CERTIFICATION OF COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS

Please enter your company name, indicate if you are a covered class of business, and sign as indicated.

SUPPLIER CODE OF CONDUCT

Please read, complete and sign page 8. Return a copy to us while retaining a copy for your records.

INSURANCE REQUIREMENT

If you are driving on FOSS property, or working onboard any FOSS vessel, or performing any work at a FOSS facility, we require that you carry insurance coverage. We also require that you provide evidence of the required insurance in the form of an approved insurance certificate.

W9 (DOMESTIC) OR W8 (INTERNATIONAL)

A signed W-9 for US suppliers and a signed W8 for non-US suppliers is required.

PURCHASING TERMS & CONDITIONS

All purchases of goods or services are covered by the FOSS Terms & Conditions which can be found on the FOSS website.

A valid PO number is required for any invoice submitted. Please be sure the Purchase order number is clearly noted on your invoice, and the invoice amount matches the amount on the PO. FOSS prides itself on being a valued customer, and paying invoices on time. However, the lack of a valid PO may severely delay payment.