

## For Direct Material Suppliers – Required Documents Checklist

Before starting the Solenis Supplier Registration Form, please ensure you have the following documents and information available. Having these items ready will help you complete the form accurately and avoid delays or cancellation.

### Company & Tax Documentation (non-editable format)

- Completed tax form (IRS W-9 for U.S. suppliers or country-specific equivalent)
- Proof of tax number (official tax document or certificate)
- Additional tax certificates if registered in multiple countries (if applicable)

### Banking & Payment Documentation (non-editable format)

- Banking confirmation document on bank or supplier letterhead showing:
  - Beneficiary / account holder name
  - Bank name and bank address
  - Bank account number
  - Routing number / SWIFT / IBAN (as applicable)
- Separate banking documentation for each remit-to or payment location (if applicable)

### Code of Conduct

- Acknowledgement of the Solenis Supplier Code of Conduct,  
OR
- Your company's Supplier Code of Conduct (uploaded in place of Solenis' Code, if applicable)

### ESG & Sustainability (Required if you answer 'Yes' to related questions)

- ESG rating certificate (e.g., EcoVadis) including rating level and validity dates
- Sustainability Policy
- Environmental Policy
- Climate Change Policy
- Social / Human Rights Policy
- Supplier Code of Conduct (if not already provided)
- Palm oil or palm kernel oil certification (if applicable)
- Bio-based material source documentation (if applicable)
- Conflict minerals acknowledgement (as required)
- PFAS disclosure details (SKU-level identifiers, if applicable)
- SVHC disclosure details (SKU-level identifiers, if applicable)
- FSC, PEFC, or SFI certification for paper-based materials (if applicable), including effective and expiration dates

## Supplier Diversity (If Claiming Diverse Status)

- Supplier diversity certification from a recognized certifying agency
- Certificate effective and expiration dates

## Trade & Compliance (If Applicable)

- Supporting documentation for embargoed or sanctioned country exposure (if applicable)
- Documentation related to duty mitigation programs or trade agreements (if applicable)

## Additional Information (If Applicable)

- Country of origin confirmation for supplied goods
- EUDR compliance year confirmation
- Supporting descriptions for sustainability, renewable energy, GHG reduction, NetZero or SBTi initiatives

Rev.	Author	Description of change	Date	Training required	
0	Jennifer Meyer	Document creation	March 19, 2026	Yes	xx No
1					
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