

1. Supporting documentation validity parameters.

All supporting documentation that is provided for vendor onboarding or change must comply with the following parameters to be considered valid. Without exception.

1.1. No amendments.

- The support document data must be intact and must not show amendments or strikeouts.

1.2. Non editable documents.

- All supporting documents that are turned in by the requestor must be in a non-editable format. Including but not limited to JPEG, JPG, PDF, etc.

1.3. Official Documentation.

All supporting documentation provided to backup supplier change and creation requests must be attained from the vendor's official source. Some examples of these types of documents are:

- Letterhead
- Invoice
- Tax document: W8, W9, RFC, VAT, PAN, CNPJ, CPF, ETC
- Official bank document: Bank statements, Voided Check, Bank letterhead.
- Private domain emails
- D&B Risk assessment

1.4. Expiry dates.

- All supporting documentation provided to backup supplier change and creation requests must be not older than 12 months,

2. Vendor creation supporting documentation.

Vendor creation requests will require supporting documentation abiding with the validity parameters mentioned within this document.

- **Bank document** – If payment method is EFT (electronic funds transfer). Not applicable when payment method is check.
- **Letterhead or invoice** – To backup supplier address, name, contact information, DUNS number, ETC.
- **D&B Risk assessment** – DUNS number required.
- **nsKnox ID / nsKnox Certificate:** When a supplier is created with a payment method transfer, buyers/requestors must invite the supplier to register their information on the [nsKnox](#) platform. Upon completing bank account validation, the supplier will receive a unique nsKnoxID and certificate that need to be included in the Honeywell supplier creation request.

- **Tax Document** – To backup regional fiscal supplier information i.e. EIN, TAX ID, Qatar tax card certificate, etc.

Email confirmation from the supplier if the vendor is not registered for VAT purposes: In instances where a vendor is not registered for VAT purposes, the supplier must provide an email confirmation explicitly stating their non-registration status concerning VAT scopes.

EMEA:

- VAT
- Qatar - Tax card certificate
- P11 Germany - Withholding Tax Certificate for suppliers that are tax exempted.
- AE- TRN
- KW-TIN
- KZ-IIN/BIN
- PK- NTN
- UA- IPN/EDRPOU
- TR- VERGİ DAİRESİ&VKN

APAC:

- Mainland China - 营业执照
- Hong Kong - 商業登記條例
- Macau - 商業登記證明
- Taiwan - 營利事業登記證 or 變更登記表
- Thailand - ภพ.20
- India: GST certificate and PAN card
- South Korea - 사업자등록증
- Indonesia - NPWP card
- Philippines - Certificate of Registration
- Vietnam - Enterprise Registration Certificate
- Japan - JCT number or 法人番号
- Australia - ABN
- New Zealand - NZBN
- Singapore - UEN or GST Reg No.
- Malaysia - New Company Registration Number

AMERICAS:

- Argentina - CUIT/CUIL
- Brazil - CNPJ/CPF
- Chile - RUT/RUN
- Colombia - NIT
- Ecuador - RUC
- Peru - RUC
- Uruguay - RUC
- United States - W8/W9
- Mexico - RFC