



Thank you for your interest in becoming a supplier to Neenah Inc.

Neenah is a leader in premium image and performance-based products, including filter media, digital transfer media, performance labels, premium printing and packaging papers. The Neenah portfolio includes well-known brands like CLASSIC®, ENVIRONMENT®, ROYAL SUNDANCE®, ASTROBRIGHTS®, and Southworth®. Neenah is headquartered in Alpharetta, Georgia with products sold worldwide from manufacturing operations in the United States, Germany, England, and the Netherlands.

Please provide all information requested in the following pages and return the information to the Neenah buyer you have been working with.

Contained in this document is the following:

Page	Item
2	Step 1 – Supplier Information
2-3	Step 2 – Gather Pre-requisite information – Company Information
4	Step 2 – Gather Pre-requisite information – Forms
5	Step 2 – Gather Pre-requisite information – Certifications
5	Step 2 – Gather Pre-requisite information – Other

Thank you for your assistance,

Lisa Iwanski

NEENAH INC
Purchasing Master Data

Tele: 920-721-1303
lisa.iwanski@neenah.com

Supplier Registration

Step 1 – Note the following supplier information

<u>Subject</u>	<u>Action Required</u>
<u>Invoices</u>	<p>Send invoices to our AP Department: Neenah Inc. Attn: Accounts Payable 1376 Kimberly Drive Neenah, WI 54956-1641 USA Phone: 920-721-1333 Email: Accounts.Payable@neenah.com <i>Note: this information is also printed on our purchase orders</i></p>
<u>Purchase Order Number</u>	Reference entire purchase order number on all shipping papers and invoices.
<u>Change Notices</u>	Changes to the purchase order result in the re-transmission of the entire purchase order.
<u>Sales Tax</u>	Please contact our Accounts Payable group to request the applicable exemption certificate or direct pay permit.
<u>Payment Terms</u>	<p>Neenah’s standard payment terms are Net 60.</p> <p>Payment will be made 60 days after the date on the invoice. Contact your Neenah buyer with any questions.</p>

Step 2 – Gather pre-requisite information

<u>Company Information</u>													
<u>Subject</u>	<u>Action Required</u>												
<u>Description of Goods or Service</u>	<p>Please provide a brief description of the product or service you will be providing Neenah Inc., along with the specific locations your product or service will be delivered to.</p> <p>Description:</p> <p>Locations-check all that apply:</p> <table border="1"> <tbody> <tr> <td>Alpharetta GA <input type="checkbox"/></td> <td>Munising MI <input type="checkbox"/></td> </tr> <tr> <td>Appleton WI <input type="checkbox"/></td> <td>Neenah WI-Finishing Center <input type="checkbox"/></td> </tr> <tr> <td>Brownville NY <input type="checkbox"/></td> <td>Neenah-WI Mill <input type="checkbox"/></td> </tr> <tr> <td>East Longmeadow MA <input type="checkbox"/></td> <td>Pittsfield MA <input type="checkbox"/></td> </tr> <tr> <td>Great Barrington MA <input type="checkbox"/></td> <td>Quakertown PA <input type="checkbox"/></td> </tr> <tr> <td>Lowville NY <input type="checkbox"/></td> <td>Whiting-WI <input type="checkbox"/></td> </tr> </tbody> </table>	Alpharetta GA <input type="checkbox"/>	Munising MI <input type="checkbox"/>	Appleton WI <input type="checkbox"/>	Neenah WI-Finishing Center <input type="checkbox"/>	Brownville NY <input type="checkbox"/>	Neenah-WI Mill <input type="checkbox"/>	East Longmeadow MA <input type="checkbox"/>	Pittsfield MA <input type="checkbox"/>	Great Barrington MA <input type="checkbox"/>	Quakertown PA <input type="checkbox"/>	Lowville NY <input type="checkbox"/>	Whiting-WI <input type="checkbox"/>
Alpharetta GA <input type="checkbox"/>	Munising MI <input type="checkbox"/>												
Appleton WI <input type="checkbox"/>	Neenah WI-Finishing Center <input type="checkbox"/>												
Brownville NY <input type="checkbox"/>	Neenah-WI Mill <input type="checkbox"/>												
East Longmeadow MA <input type="checkbox"/>	Pittsfield MA <input type="checkbox"/>												
Great Barrington MA <input type="checkbox"/>	Quakertown PA <input type="checkbox"/>												
Lowville NY <input type="checkbox"/>	Whiting-WI <input type="checkbox"/>												

<u>Address Information</u>	<p>Provide the address to be listed on Neenah purchase orders:</p> <p>Name:</p> <p>Address:</p> <p>Address (line 2):</p> <p>City:</p>
----------------------------	----------------------------------------------------------------------------------------------------------------------------------------------

	State:	
	Zip Code:	
	County:	
<u>Purchase Order Notification Method</u>	Provide the fax number or email address Neenah purchase orders should be sent to.	
	Note: only one fax number or email address can be listed. Also, if you indicate an <i>individual's</i> fax or email address, please be sure plans are in place to obtain our purchase orders in the event this contact person is not monitoring their fax or email account.	
	Select One:	
	Fax:	
	Email:	
<u>Customer Service Contact Information</u>	Provide the phone number to be used for calling orders in.	
	Phone:	
<u>Sales Contact Information</u>	Provide sales contact information:	
	Name:	
	Phone:	
	Email:	
<u>Technical Contact Information</u>	Provide technical contact information:	
	Name:	
	Phone:	
	Email:	
<u>Remittance of Payments</u>	Neenah Inc. offers payment via ACH or check.	
	ACH is offered through Bank of America via their Paymode program. For more information on the Paymode program, please call 1-800-331-0974 Monday through Friday, 8:00 AM – 5:00 PM EST, or email any time at enrollment@paymode-x.com .	
<u>Remit-to Address</u>	Provide the remit-to address:	
	Address:	
	Address (line 2):	
	City:	
	State/Province:	
	Zip/Postal Code:	
	County:	
	Country:	
<u>Accounts Receivable Contact Information</u>	Provide accounts receivable contact information:	
	Name:	
	Phone:	
	Email:	

Forms

<i>Subject</i>	<i>Action Required</i>
<u>Tax Forms</u>	<p>Neenah Inc is required to maintain complete, up-to-date and accurate tax documentation from its suppliers to comply with tax withholding and reporting obligations per the U.S. Internal Revenue Service.</p> <p>Please include a completed form (W-9). If needed, forms are available at www.irs.gov.</p>
<u>Certificate of Insurance</u>	<p>A current certificate of insurance is required for all on-site work or services.</p> <p>Coverage must include:</p> <ul style="list-style-type: none">• Worker's Compensation Insurance as required by law • Bodily injury and property damage public liability insurance (including products and completed operations and contractual liabilities) of not less than \$1,000,000 per occurrence • Automobile bodily injury liability insurance of not less than \$250,000 per person, and \$500,000 per accident, and property damage liability of \$500,000 per accident <p>The Certificate Holder section must list the following:</p> <p style="padding-left: 40px;">Neenah Inc and Affiliates 1376 Kimberly Drive Neenah WI 54956</p>
<u>Code of Ethics</u>	<p>To assist suppliers in meeting Neenah Inc.'s expectations of business conduct, the following documents are on our website under Supplier Resources:</p> <p>Neenah Inc. Ethical Purchasing Policy Neenah Inc. Code of Business Conduct and Ethics Neenah Inc. Purchase Order Terms and Conditions</p> <p>Please review these documents and complete the Code of Ethics Acknowledgement form.</p>

Certifications															
Subject	Action Required														
<u>Diversity Designation</u>	<p>Neenah provides suppliers the opportunity to share their diversity designations with us.</p> <p>Please indicate applicable business statuses below and include the required certifications:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">U.S. Small Business</td> <td><input type="checkbox"/> No certification necessary</td> </tr> <tr> <td>U.S. Small, Disadvantaged Business</td> <td><input type="checkbox"/> Certification number from the U.S. Small Business Administration (SDB)</td> </tr> <tr> <td>U.S. Minority Owned Business</td> <td><input type="checkbox"/> Certification number from the U.S. Small Business Administration (SDB, 8a), or certification from the NMSDC or state/city council</td> </tr> <tr> <td>U.S. Woman Owned Business</td> <td><input type="checkbox"/> A letter (on company letterhead) stating your business is at least 51% women-owned</td> </tr> <tr> <td>U.S. HUBZone Business</td> <td><input type="checkbox"/> HUBZone certification from the U.S. Small Business Administration</td> </tr> <tr> <td>U.S. Service-Disabled Veteran Owned Small Business</td> <td><input type="checkbox"/> A letter (on company letterhead) stating at least 51% of your business is owned and controlled by a U.S. Veteran or Veterans possessing an honorable discharge</td> </tr> <tr> <td>U.S. Veteran Owned Business</td> <td><input type="checkbox"/> A letter (on company letterhead) stating at least 51% of your business is owned and controlled by a U.S. Veteran or Veterans possessing an honorable discharge</td> </tr> </table>	U.S. Small Business	<input type="checkbox"/> No certification necessary	U.S. Small, Disadvantaged Business	<input type="checkbox"/> Certification number from the U.S. Small Business Administration (SDB)	U.S. Minority Owned Business	<input type="checkbox"/> Certification number from the U.S. Small Business Administration (SDB, 8a), or certification from the NMSDC or state/city council	U.S. Woman Owned Business	<input type="checkbox"/> A letter (on company letterhead) stating your business is at least 51% women-owned	U.S. HUBZone Business	<input type="checkbox"/> HUBZone certification from the U.S. Small Business Administration	U.S. Service-Disabled Veteran Owned Small Business	<input type="checkbox"/> A letter (on company letterhead) stating at least 51% of your business is owned and controlled by a U.S. Veteran or Veterans possessing an honorable discharge	U.S. Veteran Owned Business	<input type="checkbox"/> A letter (on company letterhead) stating at least 51% of your business is owned and controlled by a U.S. Veteran or Veterans possessing an honorable discharge
U.S. Small Business	<input type="checkbox"/> No certification necessary														
U.S. Small, Disadvantaged Business	<input type="checkbox"/> Certification number from the U.S. Small Business Administration (SDB)														
U.S. Minority Owned Business	<input type="checkbox"/> Certification number from the U.S. Small Business Administration (SDB, 8a), or certification from the NMSDC or state/city council														
U.S. Woman Owned Business	<input type="checkbox"/> A letter (on company letterhead) stating your business is at least 51% women-owned														
U.S. HUBZone Business	<input type="checkbox"/> HUBZone certification from the U.S. Small Business Administration														
U.S. Service-Disabled Veteran Owned Small Business	<input type="checkbox"/> A letter (on company letterhead) stating at least 51% of your business is owned and controlled by a U.S. Veteran or Veterans possessing an honorable discharge														
U.S. Veteran Owned Business	<input type="checkbox"/> A letter (on company letterhead) stating at least 51% of your business is owned and controlled by a U.S. Veteran or Veterans possessing an honorable discharge														
<u>ISO Certification</u>	<p>If your company is ISO certified, please enter the registration information below.</p> <p>A member of our Technical Services Team may contact you for additional information.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Registration No:</td> <td></td> </tr> <tr> <td>Registering Company</td> <td></td> </tr> </table>	Registration No:		Registering Company											
Registration No:															
Registering Company															
Other															
Subject	Action Required														
<u>Business Continuity Program</u>	<p>Does your company have a business continuity plan for the location(s) that will be manufacturing our product or performing service for us?</p> <p>A member of our Procurement Team may contact you for additional information.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes <input type="checkbox"/></td> <td style="width: 50%;">No <input type="checkbox"/></td> </tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
Yes <input type="checkbox"/>	No <input type="checkbox"/>														
<u>Site Audit</u>	<p>Is your company willing to allow Neenah Inc. onto your premises to conduct an audit of your facility?</p> <p>A member of our Procurement Team may contact you for additional information.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes <input type="checkbox"/></td> <td style="width: 50%;">No: explain below <input type="checkbox"/></td> </tr> </table>	Yes <input type="checkbox"/>	No: explain below <input type="checkbox"/>												
Yes <input type="checkbox"/>	No: explain below <input type="checkbox"/>														