



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:

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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 – 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

<i>Subject</i>	<i>Action Required</i>
<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

<i>Company Information</i>																									
<i>Subject</i>	<i>Action Required</i>																								
<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</td> <td><input type="checkbox"/></td> <td>Munising MI</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Appleton WI</td> <td><input type="checkbox"/></td> <td>Neenah WI-Finishing Center</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Brownville NY</td> <td><input type="checkbox"/></td> <td>Neenah-WI Mill</td> <td><input type="checkbox"/></td> </tr> <tr> <td>East Longmeadow MA</td> <td><input type="checkbox"/></td> <td>Pittsfield MA</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Great Barrington MA</td> <td><input type="checkbox"/></td> <td>Quakertown PA</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lowville NY</td> <td><input type="checkbox"/></td> <td>Whiting-WI</td> <td><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"/>
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<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> <p>State/Province:</p> <p>Postal Code:</p> <p>County:</p> <p>Country:</p>
<u>Purchase Order Notification Method</u>	<p>Provide the email address Neenah purchase orders should be sent to.</p> <p>Note: only one email address can be listed. Also, if you indicate an <i>individual's</i> email address, please be sure plans are in place to obtain our purchase orders in the event this contact person is not monitoring their email account.</p> <p>Email:</p>
<u>Customer Service Contact Information</u>	<p>Provide the phone number to be used for calling orders in.</p> <p>Phone:</p>
<u>Sales Contact Information</u>	<p>Provide sales contact information:</p> <p>Name:</p> <p>Phone:</p> <p>Email:</p>
<u>Technical Contact Information</u>	<p>Provide technical contact information:</p> <p>Name:</p> <p>Phone:</p> <p>Email:</p>
<u>Remit-to Address</u>	<p>Provide the remit-to address:</p> <p>Address:</p> <p>Address (line 2):</p> <p>City:</p> <p>State/Province:</p> <p>Postal Code:</p> <p>County:</p> <p>Country:</p>
<u>Accounts Receivable Contact Information</u>	<p>Provide accounts receivable contact information:</p> <p>Name:</p> <p>Phone:</p> <p>Email:</p>

Forms

Subject	Action Required
<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-8BEN, W-8BEN-E, etc.).</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: 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>

<i>Other</i>					
Subject	Action Required				
<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 style="width: 50%;"></td> </tr> <tr> <td>Registering Company</td> <td></td> </tr> </table>	Registration No:		Registering Company	
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<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"/>		
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