

New Supplier & Subcontractor Profile Form

Instructions:

I. AeroVironment Requestor Completes

- Header: Name of AeroVironment employee and selects New Vendor or Change to Existing
- Section 1 “Business Type”

II. Supplier Completes

- Section 2 “General”
- Section 3 “Remittance Information” (Remit To, Shipping, Accounts Receivable contact, Point of Origin, and Cage Code)
- Section 4 “Terms” (standard terms N30 or 2% N10 and DAP or DDP Simi Valley)
 - Invoice terms less favorable than N30 and Freight Terms other than DDP or DAP Simi Valley require CFO approval.
 - AeroVironment prioritizes payments to suppliers that offer a discount.
 - Any section that does not apply, mark “N/A.”
- Section 5 “Authorized Signature”
 - Only complete the “Supplier Authorized Representative” portion of the section.
 - Return the completed sections to your AeroVironment contact.

III. AeroVironment Requestor Completes

- Section 5 “Authorized Signature”
 - Complete the AeroVironment specific portion of the section.
- Section 6 “Visual Compliance” (including record match report)
 - NOTE: the Purchasing group can run a report for any requestor without access.
- The Requestor must send a complete form packet (QSF-033 Supplier Form, SQA approved QSF-012 Supplier Survey, W-9 or W-8, Business Classification form, and Business Visual Compliance check) to newvendorsetup@avinc.com in the same email request.

IV. Accounts Payable Completes

- Section 7 “Accounting Use Only”
 - Notice is sent to the Requestor once complete in Oracle.

NOTE:

- The options for “Supplier Type” and “Invoice Terms” are limited. A selection must be made from the dropdown menu.
- AeroVironment Purchasing Manager approval is required if the Supplier is providing goods and/or services used for production or a government contract, and/or a PO is required.
- If “Rev Controlled Goods” is selected in Section 1 “Supplier Type”, a signed Supplier Quality approved QSF-012 is required for Oracle entry. If missing or incomplete, the Supplier cannot be entered into Oracle and the Requestor must be notified.
- CFO approval is required for non-standard invoice terms (standard is Net30 or 2%10 Net30).
- CFO approval is required for non-standard freight terms (standard is FOB Origin – DAP/DDP).



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The purpose of this form is to provide AeroVironment, Inc., with the necessary information to create new vendors or update existing vendor information in our corporate records. Complete all pages of this form and return to your AeroVironment contact.

AEROVIRONMENT REQUESTOR:

NAME:

Name of the AeroVironment employee with whom you are dealing.

New Change

Describe nature of the change; e.g. merger or divestment, change of ownership, change of name or DBA, relocation

1. SUPPLIER TYPE:

Other, please specify:

Note: For Rev Controlled Goods, QSF-012 is required.

Describe Goods or Services being provided:

2. GENERAL Please attach a Form W-9 (Foreign entities must attach Form W-8BEN)

Supplier Entity Name as reported on tax return

Federal Tax ID or Social Security Number

3. REMITTANCE INFORMATION

Remit to Name & Address (Payment Made to)

Sales / Procurement / Contractor Contact Information

Business Name (DBA Name)

Contact Name & Title (for technical or delivery questions)

Address Line 1

E-Mail Address/Alias

Address Line 2

Phone Number

Fax Number

City

State/Province

SHIPPING POINT (Physical, Point, or Origin Location)

Country

Postal Code

Address Line 1

Accounts Receivable Contact Information

City

State/Province

Contact Name & Title (for payment or billing questions)

Country

Postal Code

E-Mail Address/Alias

Cage Code

<https://www.sam.gov/SAM/>

Phone Number

Fax Number

D&B D-U-N-S

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4. TERMS:

Invoice Terms

(Standard N30 or 2%10, Net 30)

****Non-Standard Terms Require CFO Approval ****

Invoice Terms:

Other: Please Specify:

Freight Terms

(standard DAP-Destination or DDP-Destination)

**** Non-Standard Terms Require CFO Approval ****

FOB: FOB Destination

FOB TERMS: DAP/DDP – Delivered at Place

FREIGHT TERMS: Freight Prepaid / Seller Adds

***Any questions regarding these Freight Terms, please refer to your AeroVironment Contact ***

LOCATION / Explanation for Other Freight Terms:

5. AUTHORIZED SIGNATURES

Signature of Supplier's Authorized Representative

AeroVironment Requestor Signature

Name

AeroVironment Requestor Name Phone & Ext.

Will goods/services be included in AeroVironment product? Yes

If Yes, Purchasing Manager Approval required below. No

Title

Send Invoices to Postal Mail	AeroVironment Accounts Payable PO Box 5130 Simi Valley, CA 93065
Via E-Mail	acpinvoices@avinc.com
Questions?	acp@avinc.com

AeroVironment Manager Name & Signature or Purchasing Manager Signature **Date**
(Goods/Services included in AeroVironment Product)

AeroVironment CFO Signature (for non-standard terms) **Date**

6. VISUAL COMPLIANCE *(attach copy of report)*

- NO MATCHING RECORD FOUND** *(continue with set-up)*
- RECORD MATCH** (record match requires approval from export compliance Mgr.)

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7. ACCOUNTING USE ONLY

1099 / 1098 REPORTING Yes No

1099 Payment Type: _____

Vendor Acct Number

Created Date

Organization Type: _____

A/P Mgr Signature or
Asst. Controller

Date

- Profile Form
- QSF-012 Supplier Survey
- Business Classification
- W9 or W8
- Visual Compliance