



Supplier Request Form

Authorization to add Supplier to Approved Supplier List

Requested by:		Date:	
Facility:			
Reason for Addition:			
Reason for not using current source on ASL; e.g. capacity, pricing, technical, delivery, freight, etc.			
Is the New Supplier ISO/AS or Nadcap Certified?			Yes <input type="checkbox"/> No <input type="checkbox"/>
List 3rd party Accreditation(s) Held			
List Other Suppliers Contacted:			
Supplier :		ASL#:	
Supplier :		ASL#:	
Supplier :		ASL#:	
Supplier Requested to be added:			
Email Address:			
Address:			
City:			
State:		Zip Code:	
Telephone:		Fax. No:	
Contact Name:		Customer Approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of Product/Service:			
Accounting Information			
Terms: Arconic Mandate net 90 for all suppliers under terms, does new supplier agree to these terms? *** May vary by country***			Yes <input type="checkbox"/> No <input type="checkbox"/>
Tax ID (W9 form required)	Estimated Yearly Spend \$\$		
Purchasing			
Approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>	ASL Group No. 1-11	
Reason for Not Approving:		Denial List	Yes <input type="checkbox"/> No <input type="checkbox"/>
Oracle Supplier #		Misc: Info.	
Quality / Engineering / Purchasing signatures are required to add a supplier			
QA Manager		Date:	
Engineering		Date:	
Purchasing		Date:	
Supply Chain		Date:	
Mfg. Engineering		Date:	
Production		Date :	