

# Supplier Guide

Updated 2/13/2023



## About this document

This document outlines the guidelines, processes, and expectations for Suppliers to onboard and transact with Cornerstone Building Brands and its subsidiaries.

### OUR PORTFOLIO OF BRANDS



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# 1. Becoming a Cornerstone Building Brands Supplier

## 1.1. About us

Cornerstone Building Brands (CBB) is the largest manufacturer of exterior building products in North America. Headquartered in Cary, NC, the organization serves residential and commercial customers across new construction and repair & remodel markets. As the #1 manufacturer of windows, vinyl siding, insulated metal panels, metal roofing and wall systems, and metal accessories, Cornerstone Building Brands combines a comprehensive portfolio of products with an expansive national footprint that includes more than 21,000 employees at manufacturing, distribution, and office locations throughout North America. For more information, visit us at [CornerstoneBuildingBrands.com](http://CornerstoneBuildingBrands.com).

## 1.2. Who is the Supplier Guide for?

We believe Supplier partnerships are vital to our mutual success and creating effective and efficient processes will enable CBB to accomplish our [mission](#). All information for Suppliers can be found

Suppliers who are interested in doing business with Cornerstone Building Brands (CBB) will need to be invited by a CBB employee. Suppliers should contact their local CBB representative to initiate the onboarding process. Once invited, Suppliers will need to go through an onboarding process to begin transacting with CBB.

This document provides expectations and guidelines for our Suppliers.

## 1.3. Supplier Code of Conduct

The Cornerstone Building Brands Supplier Code of Conduct (Supplier Code) establishes the minimum standards that must be met by Suppliers that sell goods or services to CBB. Suppliers must comply with the standards established in the Supplier Code throughout their operations and ensure compliance throughout their own supply chain by their suppliers, vendors, agents, and subcontractors (Partners).

The updated Supplier Code can be found [here](#).

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## 2. Onboarding

### 2.1. Supplier Registration

CBB is currently implementing a global Procure-to-Pay system to enhance supply chain capabilities and further develop supplier partnerships. Depending on the CBB area of business Suppliers work with, they will be asked to onboard to the new platform or directed to complete a vendor information packet via email. If invited, Suppliers will need to go through an onboarding process in the Ivalua Supplier Portal before transacting with CBB.

CBB requires the prequalification of suppliers, which includes the review of a suppliers' Quality, Technical, Safety, and/or Financial Risk. The prequalification Health and Safety plans are conducted in accordance with CBB corporate and legal standards.

To prepare for the onboarding, below is an enrollment checklist of the information and documents Suppliers will need to complete for the CBB onboarding process.

- 1) Contact Information
  - a) Country Specific Company Tax ID
  - b) Primary Contact Name, Email, & Phone
- 2) Company Information
  - a) Legal Business Name and DBA (If Applicable)
  - b) W-9 (US) or W-8BEN-E (Canada & International)
  - c) Company Headquarters Address
  - d) Is the primary owner an individual or business entity
  - e) Is the company owned by a parent company
  - f) Parent company name/corporate address and Tax ID (if applicable)
- 3) Insurance Information
  - a) Primary Insurance Contact Information (aka, person at your company that manages insurance)
  - b) Insurance Producer/Broker, Agent Name & Email
- 4) Company Offerings
  - a) Supplier product or service category ([NAICS search](#))
  - b) Is your company a certified diverse or minority owned supplier
- 5) Payment Information
  - a) ACH Payment Information
- 6) Risk Assessment Submissions
  - a) California Supply Chain Declaration
  - b) Environmental, Social, and Governance
  - c) Health, Safety, and Environment

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## 2.2. Risk Questionnaire

As part of our supplier qualification process, we now require all key suppliers to participate in risk management assessment.

Suppliers will be asked to respond to a questionnaire in the Ivalua Supplier Portal and/or complete an external review with Global Risk Management Solutions (GRMS).

During the onboarding process, Suppliers will be instructed to complete the respective risk process, which includes the following:

- Bankruptcy, Liens, and Judgments Monitoring
- Cyber Security and Global Criminality Monitoring
- Digital Insurance Verification
- Diversity Status Monitoring & ESG Data Workbook
- OSHA Safety Performance and California Transparency in Supply Chains Act

If identified to complete the GRMS Risk Assessment, Suppliers will need to pay an annual \$650 enrollment fee. Failure to participate in this Program may require CBB to reconsider use of the Supplier's products and/or services.

For more information about GRMS, please visit the CBB GRMS website [here](#).

For questions or support with the process, contact the GRMS support team [here](#).

## 2.3. Onboarding Support

For technical issues or questions about the Ivalua Supplier Portal, contact the Ivalua Supplier Support Team at 1-888-881-5597.

For any questions related to becoming a CBB supplier please contact [CBB Supplier Relations](#).

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## 3. Purchase Orders

### 3.1. PO Summary

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A Purchase Order (PO) is a commitment to the supplier for the purchase of goods and services. Without a PO # to reference, CBB will not be able to pay any corresponding invoice.

### 3.2. PO Terms and Conditions

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Upon acceptance of a PO, a Supplier is accepting of the Terms and Conditions listed on the PO.

Find the updated PO Terms and Conditions [here](#).

## 4. Invoices

### 4.1. Invoice Requirements

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Instructions for invoicing Cornerstone Building Brands are available on the CBB Supplier Website.

Find the Residential instructions [here](#), and the Shelter Solutions instructions [here](#).

### 4.2. Send High Volume Invoices

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For Suppliers which send a high volume of transactions (PO's and Invoices), CBB has an option to directly integrate those transactions via cXML to process and pay invoices more efficient.

For suppliers which have a high volume of transactions and are interested in integrating with CBB, please contact [CBB Supplier Relations](#) to initiate the process.

### 4.3. Invoice Status

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If requesting an invoice status, please contact CBB Accounts Payable.

Find the Residential instructions [here](#), and the Shelter Solutions instructions [here](#).

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