

supplier enrollment

If you have been contacted by Corning's Procurement organization and requested to submit an application, please complete the appropriate enrollment package for your organization. Corning does NOT accept unsolicited applications from Suppliers.

The enrollment package must be completed in entirety and approved by an appropriate representative from your organization. Failure to complete all required information will result in delays or rejection of your enrollment. The enrollment information will remain in effect until such time as you submit a revised enrollment package or the decision is made to discontinue the supplier relationship. If you have questions, contact your Corning representative BEFORE you return the completed forms.

Corning will not do business with your organization until the enrollment package is submitted and approved according to our stated policies. The use of this information is strictly for Corning, we will not redistribute your information.

Corning will not accept requests for changes in any other format, and the entire package must be completed and approved by an appropriate representative of your organization. To utilize our forms, you must have Adobe Acrobat Reader® version 7.0 or later installed on your computer. The latest version can be downloaded for free.

supplier payment options

Corning encourages the use of electronic funds transfer, as part of the enrollment process you can choose to utilize electronic banking or have us send you a check.

If you elect to utilize electronic of funds, your authorization in the enrollment process will enable Corning to initiate credit entries to the account indicated and instruct the financial institution to credit the same to such account. Authorization also acknowledges that the origination of ACH transactions to my account must comply with the provision of U.S. law.

The following alternative ACH formats are available in which to receive funds:

- **PPD** – payment credited to receiving company's personal account with payment notification to be sent via email to designated email address (e.g. bank account for John Smith, proprietor or John Smith, dba Smith Flowers).
- **PPD+** – a payment credited to receiving company's personal account along with a maximum 80 character line description of payment.
- **CCD** – payment credited to receiving company's commercial account with payment notification to be sent via email to designated email address (e.g. bank account for ABC Incorporated).
- **CCD+** – a payment credited to receiving company's commercial account along with a maximum 80 character description of payment. The receiving company acknowledges that they have the required relationship with the Financial Institution in which the additional data detailing transaction(s) is available for review from Financial Institution electronically.
- **CTX** – payment credited to receiving company's commercial account along with multiple lines of data detailing transactions included in deposit amount (e.g. bank account for ABC Incorporated). The receiving company acknowledges that they have the required relationship with the Financial Institution in which the additional data detailing transaction(s) is available for review from Financial Institution electronically.

- If funds are to be transferred out of the United States: Second-day wire is required – payment credited to RECEIVING COMPANY's account within 48 hours of initiation by ORIGINATING COMPANY. Choosing **Second-day wire** may result in additional review by Corning's Treasury Department due to costs and additional risks associated with wire transactions.

supplier payment notification

Any payment notification will be sent to receiving company via email immediately after payment processing has been initiated by Corning, Inc. Payment notifications will include the following:

- Receiving company's name
- Address
- Financial Institution name
- Payment date
- Payment reference number
- Invoice number(s)
- Invoice date
- Gross amount
- Discounts (if applicable)
- Amount paid
- Voucher ID
- Any additional payment message entered against each invoice
- Total amount of deposit

electronic deposit of funds – terms and conditions

1. Credits.

By completing and submitting this form, RECEIVING COMPANY authorizes, and ORIGINATING COMPANY agrees that ORIGINATING COMPANY may (i) initiate an electronic funds transfer that results in payment to the RECEIVING COMPANY by credit to the deposit account at RECEIVING COMPANY's FINANCIAL INSTITUTION as identified in this Agreement to be credited with payments from ORIGINATING COMPANY, and (ii) ORIGINATING COMPANY will provide associated Remittance Information to RECEIVING COMPANY in accordance with this Agreement. The term "electronic funds transfer" means a series of transactions utilizing the Automated Clearing House (ACH) Network. In the case of Second Day Wires, ORIGINATING COMPANY will initiate a wire transaction through ORIGINATING COMPANY's FINANCIAL INSTITUTION which will be available to RECEIVING COMPANY within 48 business hours utilizing wire process set by the Federal Reserve.

2. Timeliness.

A payment from ORIGINATING COMPANY to RECEIVING COMPANY shall be considered timely with respect to any payment due date determined in accordance with the applicable Business Agreement if the corresponding Funds Transfer is received by the RECEIVING COMPANY's FINANCIAL INSTITUTION on the payment due date with respect to the payment processing time through the ACH Network following ACH Rules.

3. Costs.

Each party shall bear all fees and other charges assessed by its own FINANCIAL INSTITUTION.

4. Rules.

The parties agree to be bound by the rules of the electronic funds transfer system or other mechanism used to communicate a payment.

5. **Debits; Blocks/Filters and Reversals.**

Nothing herein confers any rights on ORIGINATING COMPANY to debit any account of RECEIVING COMPANY; however, if a systematic or operational event occurs that causes an incorrect or duplicate payment issued by the ORIGINATING COMPANY, then the ORIGINATING COMPANY can act on certain rules (reversals) within the ACH system to request a debit of the incorrect payment amount and a re-issuance of correct payment in order to fulfill the payment obligation satisfactorily. The ORIGINATING COMPANY will not allow (block/filters) RECEIVING COMPANY to debit accounts in the name of the ORIGINATING COMPANY.

6. **Discharge: Credit to ORIGINATING COMPANY.**

The electronic funds transfer authorized in this agreement constitutes completion of payment obligation to RECEIVING COMPANY and payment obligation of ORIGINATING COMPANY shall be discharged. RECEIVING COMPANY shall credit ORIGINATING COMPANY for the amount of such payment as of the date the transfer of funds was completed.

7. **Disallowance of Credits Taken.**

If RECEIVING COMPANY disallows any discounts, allowances, adjustments or other credits taken by the ORIGINATING COMPANY as part of the payment, the RECEIVING COMPANY shall promptly notify ORIGINATING COMPANY of the amount of and reason for disallowance.

enrollment form help

Supplier Enrollment Form Definitions

The following overviews the information requested in either the U.S or Non-Us Supplier Enrollment Package. If you are not able to get the information you need to accurately provide the requested information, please contact a Corning Customer Service representative.

Section 1: Supplier Information

Purpose of Form Submission – if you have never done business with Corning before, choose "New Supplier". If you have done business with Corning previously, choose "current supplier information update". If you are not sure of your status, please contact your Procurement representative.

Language this form is completed in: This field is only applicable to non-US suppliers. It defaults to English, please change it if you complete this form in your local language.

Tax Status Legal Entity Name - For U.S. Supplier's only, this is Corning's version of the IRS W-9 form. For more information about the requirements for this form, please visit www.irs.gov.

Company Name – Non-U.S supplier only, enter your legal business name in your native language

Company Name in English – Non-U.S supplier only, enter your legal business name in English. If you do not have an English version of your Company Name, please provide the single-byte name for your native language.

VAT ID – Non U.S. supplier only. If applicable, your Value Added Tax Identification number

Type of VAT – Non U.S. supplier only. Indicate status, exempt or non-exempt.

Preferred Language – Non U.S. supplier only. The language you prefer we send all PO's in. Corning can not guarantee that all information provided will be in your preferred language, however, we are working to continuously improve our systems in order to improve our communications (For Non U.S. Suppliers).

Preferred Currency – Non U.S. supplier only. The currency you prefer to exchange. Corning can not guarantee that all transactions will be in your preferred currency, however, we are working to continuously improve our systems in order to ensure we recognize the method to complete financial transactions and that your bank can accept our payments (For Non U.S. Suppliers)

Division – The group or division of the company you are part of. This should only be specified if you have multiple groups with different Buy-From and/or Remit-To addresses.

Homepage URL – your company's internet home page. This information will be used to validate your enrollment package submission.

Dun & Bradstreet Number (D&B) – (D-U-N-S® Number) - This is a 9-digit number that is recognized as a universal standard for identifying companies worldwide (If you do not have a DUNS number, please request one at: [Dun & Bradstreet](#))

Government Number – The tax identification number for your organization. In the U.S. this is the Tax Identification number (TIN).

Section 2: Supplier Contact Information

Contact Information – To ensure that Corning can reach the right person for information inquiries contained on this form, provide contacts for the following categories:

Sales Representative – who we should contact regarding buying questions

Billing & Payment – who we contact regarding billing and payment information on this form

Customer Service – the primary individual we should contact for all inquiries. The name should only be specified if it is not appropriate to utilize your customer service group.

Section 3: Purchasing Information

Corning, Inc. Buyer/ Contact Name – Enter the name of the Procurement representative who contacted you regarding submission of the Enrollment Package. Failure to specify your Corning contact may result in rejection of your application.

Purchase Order Delivery Method – The method Corning should send you a Purchase Order. Our preferred method is Email, but we also support FAX. If using eMail, please check your companies SPAM blocker settings to ensure you can receive PO's from us.

Agreed to Payment Terms – Corning's standard terms are NET 60. You must have a signed agreement with Corning that specifies alternate payment terms. Failure to specify the agreed to terms can result in enrollment delays or possible rejection of your application.

Do you have the following Commercial Agreements with Corning – Specify all that apply. Corning will review all approved commercial agreements to ensure we have setup our systems in accordance with the agreements.

For goods imported into the US, will Corning, Inc. be the Importer of Record – In order to prevent issues with Customs and Immigrations (CTPAT), please specify if Corning, Inc will be the importer so that we can get the appropriate paperwork in place to ensure ease of transport.

Funds Transfer Method – Select from the specified list. Also see section "supplier payment options" for details on the options available.

Section 4: Supplier Address Information

Address/Contact Information – Two primary supplier addresses are required. 1) The address checks and/or payment remittance detail should be sent, and 2) the main address of your company’s operations (cannot be a PO Box). Should you need to provide Corning with additional address information, use the extra space provided.

Specific fields are:

Primary Phone – the central customer service number for your business

Email address – if electronic dispatch is specified this is the email address for us to send payment notifications.

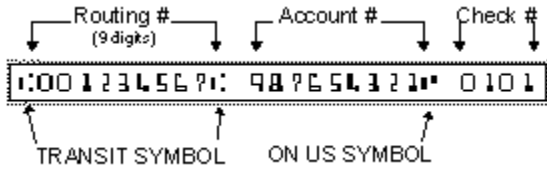
Contact Name – the primary individual we should contact if we need to contact you. This should only be specified if it is not appropriate to utilize your customer service group.

Contact Phone – if a contact name is specified, the office phone number of the individual specified.

Contact Email – if a contact name is specified, the email address of the individual specified.

Section 5: Banking Information

US Bank format



International Bank format

Example of IBAN used in UK.

GB29 NWBK 6016 1331 9268 19

GB	29	NWBK	601613	31926819
Country code (2a)	Check Digit (2n)	Bank Name Code (4a)	Bank Branch code (6n)	Account No (8n)
Total Length: 22an				
'a' means alphabets only, 'n' numbers only, 'an' means numbers or alphabets				

For specific IBAN formats by country please refer to: [EuropeBanks IBAN Guide](#) or [ECBS IBAN Instructions](#)

To validate your IBAN format, you can use: [APACS IBAN Checker](#)

Branch ID – In some banks, this is also called the ABA Routing number or Transit ID. It is located between the first | and |:

SWIFT ID – The Swift Code (also called BIC code) is a standard format of Bank Identifier Codes unique to a particular bank. The Swift Code (or BIC) is a required field for all international wire transfers. It can be found on the Account Statements. It is necessary for sending money across foreign countries. It may be found on currency. These codes are used when transferring money between banks, particularly international

The code is 8 or 11 characters, made up of:

- 4 characters - bank code
- 2 characters - ISO 3166-1 alpha-2 country code
- 2 characters - location code
- 3 characters - branch code, optional ('XXX' for primary office)

Bank Account # – Company account number provided to you by your Financial institution.

Bank ID – Identification number specific for your financial institution.

Check Digit – A check digit is a form of redundancy check used for error detection, the decimal equivalent of a binary checksum. It consists of a single digit computed from the other digits in the message.

IBAN # – IBAN is an acronym, which stands for International Bank Account Number. It is a standard way of uniquely identifying an account for the purpose of improving the efficiency and speed of cross border European union payments.

CNAPS – The "China National Advanced Payment System" (CNAPS) is a large-scale MIS system that is mainly used for transactions between PBOC and the various financial institutions that have credit operations. The system mainly handles five major credit operations of banks, which includes loans, acceptance of drafts, letters of guarantee, letters of credit and credit extension. All financial institutions that engage in the above operations are required to carry out data exchange with PBOC via this system.

Bank Name – The name of the Financial Institution we should direct all financial transactions through. Corning, Inc. can only support a single bank for all transactions.

Branch Name – The branch of the Financial Institution we should direct all financial transactions through.

Bank Address, City, State, County, and Country – Address of the financial institution. Corning can only accept a maximum of 4 lines for the street address.

Post Office – A post office is a facility authorized by a postal system for the posting, receipt, sortation, handling, transmission or delivery of mail.

Postal Code – A postal code (known in various countries as a post code, postcode, or ZIP code) is a series of letters and/or digits appended to a postal address for the purpose of sorting mail.

Bank Phone Number – The primary customer service number for your financial institution

Section 6: Authorizations

Authorizations – your authorization specifies that you agree to the terms and conditions of doing business with Corning as stated in your Contract and/or Corning's [terms](#); you are an authorized agent of your company; that Corning, Inc has permission to transact with your Financial Institution as you specified in this enrollment package; and that all information provided is accurate. This package will remain in effect until such time that you submit an updated enrollment package, or the decision is made to discontinue the supplier relationship. We prefer a digital signature for your authorization. Adobe will prompt you through the setup for your signature.

This package will remain in effect until such time that you submit an updated enrollment package, or the decision is made to discontinue the supplier relationship.

Customer Service Contacts

Please follow the instructions included in the enrollment package to return your information to Corning, Inc. If you have questions regarding the enrollment form, contact Corning Customer Service. If you have questions on Corning Incorporated purchasing terms or other commercial agreement requirements contact your Corning Incorporated Buyer.

If you are a U.S. or Non U.S. supplier selling to North America Corning locations:

North America Customer Service

Phone: 607-248-1200 (option 1)

Fax: 607-974-9636

_vendoradd@corning.com

Otherwise contact:

Europe, Middle East, Africa (EMEA) Customer Service

Phone: +36-1-481-2350

Fax: +36-1-481-2301

_vendoradd@corning.com

Asia Customer Service

Phone: 86-21-3892-4999 ext 8000

Fax: 86-21-5888-6501

_vendoradd@corning.com

Fill-in Forms Information

Corning's Supplier Enrollment PDF forms use the fill-in features provided with Adobe Acrobat products. Currently, there is limited computation, validation or verification of the information you enter and you are still responsible for entering all required information (instructions may require some information to be handwritten on the form). Specific instructions and definitions of the requested information can be found at: www.corning.com/suppliers/enrollment form definitions

Software Requirements

To view, complete and print the fill-in PDF forms you'll need the freely available Adobe Reader software installed on your computer. The fill-in forms are enabled with "document rights" which will allow you to save what you have filled in on your PC. Version 6.05 or later of Adobe Reader is required.

Opening the Form

Your web browser may be configured with an Adobe Reader plug-in to automatically open the file within

your browser's window upon download. To download the file directly to disk, right click on the Results Page form title link then select "Save Target/Link As..." from the menu. Use Adobe Reader to open the file.

Fill-in forms with the ability to save locally will generate a dialog box when opened with Adobe Reader. If you are using Adobe Reader 6.05 or later, the dialog box will indicate that document rights have been applied to the PDF file and you can save the completed fill-in form. If you are using a version of Adobe Reader prior to Version 6.05, the dialog box will indicate that some features of the document will not operate and you will be prompted to obtain a newer version of Adobe Reader.

Completing the Form

When positioning the cursor on a fill-in area or element, the cursor will change appearance. The I-beam pointer allows you to type text. The hand pointer allows you to select a check box or radio button.

Enter the appropriate data in each box or field. To move from one field to the next, press the Tab key. You can also use your cursor to move from field to field. Place your cursor in the field you want to fill in, then left-click.

Some fields limit the maximum number of characters you can enter and may automatically advance to the next field.

For additional help with fill-in forms, see the Adobe Reader's online help information.

Digital Signatures

Corning's Procurement & Transportation organization requires authorization from you in order to complete any banking transaction. This authorization can be provided by using Adobe's digital signature capabilities. If you do not have a digital signature enabled, Adobe Reader will prompt you to set it up.

In order to validate your submission, Corning does not generally accept email accounts from Yahoo, AOL or other general purpose mail services. The email account should be your company's email.

Once your form is completed and you electronically sign it, all fields on the form are locked from changes. You will be required to redo the form to make any changes. Our recommendation is to save a copy of the completed form (prior to the electronic signature) on your desktop or share drive to enable future updates.