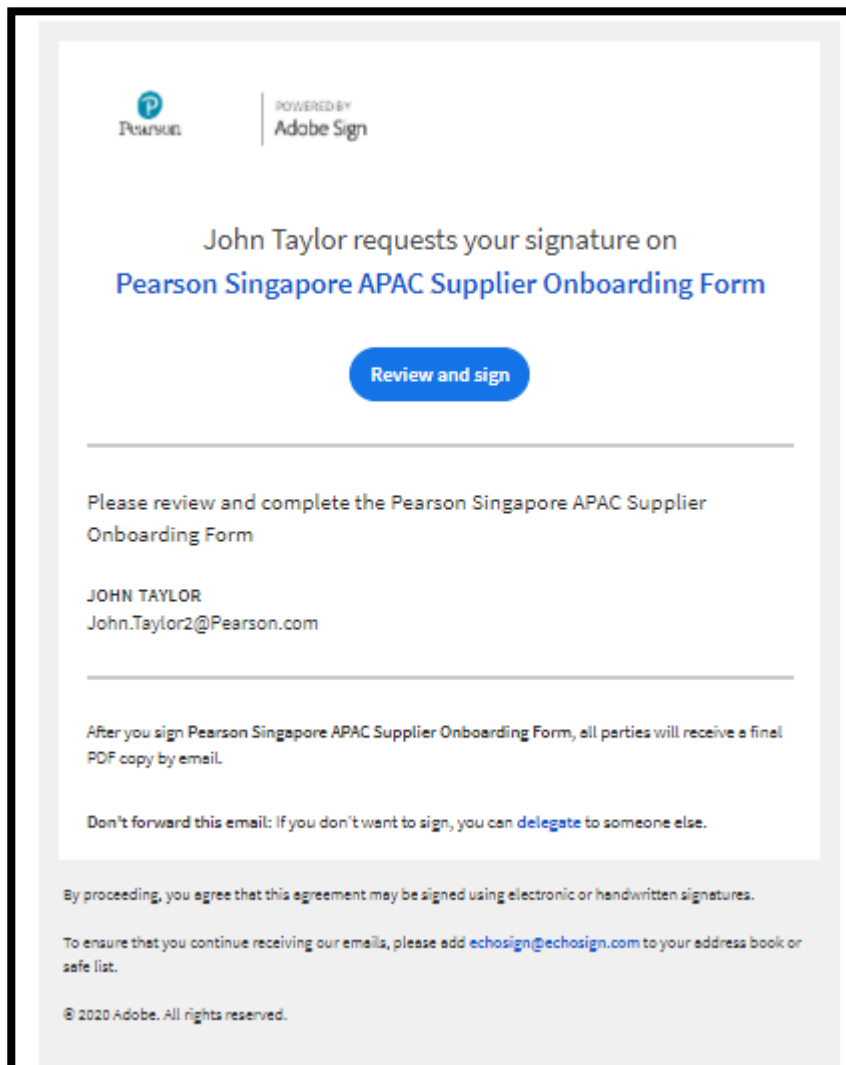


Supplier onboarding guidance

Welcome to the Pearson Supplier Onboarding Process! This document is designed to help you through the onboarding process using Adobe Sign.



You will receive an email invitation from Pearson like the one displayed below.



Your contact at Pearson will inform you when to expect the above email to be sent to you.



In preparation to receive this very important email, add the following email address as a safe sender in your email application: echosign@echosign.com

Also, be sure to monitor the **Spam** folder in your email application so that you do not miss the email. Without the email you can't onboard, and without onboarding you cannot do business with Pearson.



Clicking on the **Review and Sign** button will take you directly in to the form to complete it.

Pearson Singapore APAC Supplier Onboarding Form

FOR PEARSON BUSINESS CONTACT TO COMPLETE:

SUPPLIER PLEASE SEE THE SECTION IN GREEN BELOW FOR YOUR REQUESTED RESPONSES

| | |
|--|-------------------------------------|
| Pearson Business Contact: please enter your Pearson email address | John.Taylor2@Pearson.com |
| PB:Q1 Is this request for a brand new supplier? <i>Yes = the supplier is not present in Oracle in any way</i> <i>No = the supplier is in Oracle, you must respond to PB:Q2, PB:Q3 & PB:Q4 below</i> | Yes |
| PB:Q2 The Supplier is in Oracle: add the Oracle Supplier Number here and answer PB:Q3 and Q4: | |
| PB:Q3 The supplier is in Oracle: is the request to extend the supplier to a new operating unit so you can purchase from them in your geography? | |
| PB:Q4 The supplier is In Oracle, but inactive: is the request to reactivate the existing supplier record? | |
| PB:Q5 I confirm this third party provider being onboarded should be engaged as a 'Supplier'; and I clearly understand the penalties my business area, Pearson, and possibly the Provider, may be subject to if the third party provider is misclassified and engaged as a Supplier incorrectly (as opposed to having the provider engaged appropriately as a contingent worker or under an employment agreement, if required). | <input checked="" type="checkbox"/> |
| PB:Q6 Data Privacy Assessment: Will the supplier require: access to process; use; store; receive; share any personal information? | No |
| PB:Q6a Data Privacy Assessment: During any part of the engagement of this supplier is any of the following true: <ul style="list-style-type: none"> •The use of sensitive Pearson information will be transferred by either Pearson or the supplier across <i>international borders</i> (accessing information from another country counts as a transfer) •the nature of the personal information is <i>sensitive</i> personal information (any information relating to racial or ethnic origin, political opinion, religious or philosophical beliefs, trade union membership, financial information, ID card, passport or Social Security information, genetic data, biometric data, special education records, health data, or data relating to an individual's sex life or sexual orientation.) | |

Resume



Please note that once you have launched the form, you will be able to see the section that your Pearson contact has completed (Orange section) you will need to scroll through the form until you get to the **Green section** - This is where you will be required to provide your information to Pearson.

The **arrow pointer** on the left side of the screen will indicate where you need to start.

| SUPPLIER TO COMPLETE THE SECTIONS BELOW | |
|---|-----------|
| <p>Introduction: Welcome to the Pearson Supplier Onboarding Form. This is form is required for the secure transfer of your sensitive information directly to the correct team within Pearson so we can pay you for your goods or services. You should not commence work until this form has been submitted, and a Purchase Order has been raised for your goods/services.</p> <ul style="list-style-type: none"> - Please read the questions below thoroughly - Please complete the fields VERY carefully, especially your banking information, errors may mean completing this again - When complete - please sign this document and submit - You will receive a PDF copy of this document into your own email inbox - If you have any questions please contact your Pearson main contact <p>Many thanks!</p> | |
| INFORMATION ABOUT YOU/YOUR ORGANISATION AS APPLICABLE | |
| Legal Entity Name <small>Only provide this if you have a Limited Company or legal entity name. If you are not incorporated, please enter LastName, First Name</small> | * |
| Your First Name | * |
| Your Last Name | * |
| ABOUT YOU / YOUR ORGANISATION: | |
| Are you, or is your organisation, incorporated? | No |
| If YES, in which Country is your organisation incorporated? <small>e.g. Singapore</small> | |
| Please select the Category of services you will provide to Pearson: <small>This helps us confirm the type of service you will be delivering</small> | Marketing |
| Country in which your services will be primarily delivered to Pearson: | * |
| PLEASE PROVIDE YOUR PRIMARY CONTACT DETAILS | |
| Primary Contact First Name <small>Please enter your main contact first name</small> | * |
| Primary Contact Last Name <small>Please enter your main contact last name</small> | * |
| Primary Contact Email <small>Please enter your main contact email</small> | * |
| Primary Contact Telephone Number <small>Please add in country codes as appropriate</small> | * |



In this first section of the form you are required to provide Pearson with some information about you/your organization.

1. **Legal entity name** – Provide the legal entity name of which you will invoice Pearson, if you are not incorporated or you are an individual, please just enter your name in this section.
2. Then provide Pearson with your **First** and **Last name** in the following sections.
3. If you or your organisation are incorporated, please select **Yes** from the drop-down option and provide the country of incorporation in the next field. If you are not incorporated, please select **No** and move onto the Category question.
4. Select the appropriate **category** that the goods or services you will be providing Pearson from the drop-down menu.
5. Next indicate the **Country** in which you will be primarily delivering your services to Pearson. **In this example the Singapore onboarding form has been sent, therefore the country you should enter in this field would be Singapore.**
6. You then need to provide your contact details as the person completing this form – **this ensures that if Pearson need to get in touch about your onboarding**

process, we have all the necessary information needed to make contact. Please note that all fields here are mandatory and must be completed.

| PEARSON utilises PURCHASES ORDERS to engage your services - This section captures your purchase order details: | |
|--|-------------|
| To which email should we send our Pearson purchase order? <i>This email may be the same as your main contact email address. You must include the Purchase Order number on all your invoices for invoices to be processed and paid on time. Failure to do so will cause delays.</i> | * |
| Please confirm to which email address your payment confirmations should be sent. <i>This mail may be the same as your main contact email address.</i> | * |
| Please, VERY CAREFULLY, provide your MAIN ADDRESS: | |
| Building number or name <i>e.g. City Hall, 3</i> | * |
| Street name <i>e.g. St. Andrew's Road</i> | * |
| Postal Code <i>e.g. 178958</i> | * |
| City name <i>e.g. Singapore</i> | * |
| Your main address country: <i>E.g. Republic of Singapore. Please note Pearson will not engage with suppliers who have any operations in sanctioned countries.</i> | * |
| Please, VERY CAREFULLY, provide your BANK DETAILS: | |
| Bank name <i>e.g. HSBC</i> | * |
| Account Payee/Owner Name <i>e.g. Jane Smith</i> | * |
| Bank Account Number <i>please enter this carefully!</i> | * |
| What is your preferred payment currency for this bank account? | * Select... |
| Please, VERY CAREFULLY, provide your BANK ADDRESS: | |
| Building number or name <i>e.g. Bank of Singapore, Number 63</i> | * |
| Street name <i>e.g. Market Street</i> | * |
| City name <i>e.g. Singapore</i> | * |

7. Next Pearson need you to indicate the email addresses that you would like your Purchase Orders and payment confirmations be sent to. **These may be the same as your primary contact email**, or you can provide a different email if you wish like your **Sales** or **Accounts Receivable team**.
8. In the next section you must carefully provide the **main address** for your organisation. **All fields here are mandatory and must be completed.**
9. Now you are asked to provide your organisations **bank details**, including your **Bank address**. **Make sure that the information provided here is correct, any errors will result in a delay in your supplier onboarding.**

| | |
|--|-------------------------|
| Postal code <i>e.g. 048942</i> | * |
| Bank Address Country <i>e.g. Republic of Singapore</i> | * |
| Additional BANK DETAILS: | |
| Will you/your organisation need to submit additional bank details for another bank branch or currency? <i>If YES please enter these below. If NO, please move to the Risk Assessment question</i> | No <input type="text"/> |
| Please, VERY CAREFULLY, provide your Additional BANK DETAILS: | |
| Bank name <i>e.g. Bank of Singapore</i> | |
| Account Payee/Owner Name <i>e.g. Jane Smith</i> | |
| Bank Account Number <i>please enter this carefully!</i> | |
| Please confirm what Money Transfer Type you/your organisation uses <i>please enter this carefully!</i> | |
| Please enter the money transfer number here <i>please enter this carefully!</i> | |
| What is your preferred payment currency for this bank account? | |
| Please, VERY CAREFULLY, provide your BANK ADDRESS: | |
| Building number or name <i>e.g. Bank of Singapore</i> | |
| Street name <i>e.g. Market Street</i> | |
| City name <i>e.g. Singapore</i> | |
| Postal code <i>e.g. 048942</i> | |
| Bank Address Country <i>e.g. Republic of Singapore</i> | |
| TAX REGISTRATION Information: | |
| Are you (for individuals), or is your organisation, Tax Registered in Singapore? | No <input type="text"/> |
| Enter your Singapore Tax Registration Number here: <i>e.g. GST number</i> | |

10. Indicate if you/your organisation will need to submit any additional bank details, by selecting Yes/No from the drop-down menu. **If you select No, you can proceed onto the Tax registration section.**
11. If you/your organisation are **tax registered**, you must indicate this in this section and enter your **Tax registration number (this field becomes mandatory if you select Yes)**

| | |
|---|------------|
| Are you (for individuals), or is your organisation, Tax Registered in another jurisdiction associated to the MAIN ADDRESS you have provided? <i>e.g. UK VAT registration number</i> | No |
| Enter your Alternative Tax Registration Number here: <i>e.g. UK VAT Registration number</i> | |
| RISK ASSESSMENT: please reply to these three questions about you, or your organisation, as applicable: | |
| Conflict of Interest Assessment: Do you have a personal or business relationship which could call into question the impartiality as to how you came to be engaged by Pearson? | *Select... |
| If, YES, to Conflict of Interest Assessment: please describe the nature and detail of your conflict of interest. <i>e.g. Partner or spouse works for Pearson. An individual at Pearson has a significant interest in your business or organisation.</i> | |
| Trade Sanctions Assessment: Are you, or if you have an organisation is any part of your organisation, under any trade sanctions investigation in any geography? | No |
| Sanctioned Countries Assessment: Are you or, if you have an organisation, is any part of your organisation, delivering any services to Pearson from any of the listed countries? | *Select... |
| HIGH RISK: Iran, North Korea, Syria, Sudan, Belarus, Cuba, Crimea and Sevastopol regions. MEDIUM RISK: Afghanistan, Balkans (Bosnia, Montenegro, Serbia), Burundi, Central African Republic, Democratic Republic of Congo, Egypt, Eritrea, Federal Republic of Yugoslavia and Serbia, Iraq, Ivory Coast, Lebanon, Libya, Myanmar, Republic of Guinea, Republic of Guinea-Bissau, Russia, Somalia, Tunisia, Ukraine, Venezuela, Yemen, Zimbabwe | |

- If you/your organisation are **tax registered**, within another jurisdiction associated to the main address you provided earlier in the form, you will need to indicate this here and provide your **alternative Tax registration number**. If this does not apply, select **No** and move onto the Risk assessment questions.
- In the risk assessment section you are asked to indicate if there are any **conflict of interests** – answering **Yes** to this question will require you to provide some more information around this.
- You are also required to highlight if there are any **trade sanction investigations** linked to your organisation or if you provide any services to the Medium and High risk countries listed under the **Sanctioned Countries Assessment** question.

| | |
|---|--------------------------|
| YOUR CONFIRMATIONS: | |
| You agree and acknowledge you, or your organisation, (the Supplier) agrees sole responsibility for the safety and well-being of personnel, engaged directly or indirectly by you or your organisation, when travelling in relation to any services provided to Pearson. Without prejudice to the previous, in the instance the supplier arranges any travel for the Supplier's personnel independently, the Supplier shall conform to good industry practice in such regard. Should the Supplier request Pearson arrange travel on-behalf of the Supplier personnel, the Supplier should contact Pearson well in advance of the required travel date for this to be arranged through Pearson's travel management partners. Please confirm your understanding and adherence to the above: | <input type="checkbox"/> |
| I certify, under penalty of law, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete. | <input type="checkbox"/> |
| First and Last name of the signing individual on behalf of the Supplier <i>Please provide your name in capital letters as the individual who is signing</i> | * |
| Signature: | *Click here to sign |

- The last section of the form, asks you to acknowledge the **Supplier Personnel Travel** information and tick the checkbox to confirm your understanding and adherence. You must also confirm that all the information you have provided within the form is correct and accurate.

16. To finalise your submission, simply enter your name and then click next to the signature field to sign your onboarding form.
17. Once signed you will be able to submit this back to Pearson for their processing.



If any mandatory information is missing, you will not be able to submit your form. Any fields that require your attention will be highlighted and indicated by the pointer arrow on the left-hand side of the page.

Once your form has been submitted, your Pearson contact and you, will receive a notification via email, that will include a PDF version of the entire completed form.

Your form will go through some final checks and approval, before Pearson finalise your set up as a supplier.

If there are no errors with the information you have provided or no risks have been identified, your supplier record should be active within **72 hours**.

Where information you have provided needs to be corrected, or any risks identified need to be investigated further, this can cause a delay with getting your supplier onboarding finalised.



Remember, if you have any issues or questions about the **Onboarding process** or Adobe Sign, please contact our **Supplier Support Team** at supplier@pearson.com.