



Australia & NZ: Vendor Onboarding Form

Supplier Inclusion and Diversity

In support of our effort to increase engagement with diverse supplier communities, we require all our vendors, regardless of diversity status, to register with SupplierOne and maintain accurate profile data.

To register, please visit: <https://lululemon.supplierone.co>

I/our company has completed SupplierOne registration

****Following section to be completed by Lululemon employee****

Payment Processing Information:

Would you like your supplier to upload invoices using the Coupa Supplier Portal (CSP)?* ☐ Yes ☐ No

If Yes, please provide the suppliers contact name and email address for the CSP Invite

Contact Name:

Email Address:

*Please note that if your vendor uses CSP, they are *not* able to email invoices to the lululemon mailbox, and *all* invoices must be processed through CSP*

What is the nature of the vendor?

☐ Good ☐ Service ☐ Rent ☐ Contractor ☐ Other ☐ Employee

Note: we can only onboard employees as vendors for expense reimbursements that cannot go through Coupa Expense.

It is outside of policy to be a lululemon vendor when you are an active employee

Please provide a brief description of product:

Where will goods/services be physically provided/delivered? ☐ AUS ☐ NZ ☐ Other

Could this vendor be considered a related party as defined in the Employee Handbook? Yes ☐ No

Review [pg.29 of the Employee Handbook](#) to learn more

Payment Terms Please refer to lululemon's payment term policy [here](#) ☐ Net 30

If the requested payment terms differs from our standard 30-day, or the alternative terms based on vendor type, please provide the following information:

Why are we not adhering to the standard payment terms?

What is the estimated annual spend?

Was Procurement involved in the negotiation? Yes ☐ No

How frequently will lululemon receive an invoice from the vendor?

Currency: AUD ☐ NZD ☐ Other

How will the vendor be paid? EFT Payment (default) ☐ Direct Debit ☐ B-PAY

Estimated annual/contract spend: <\$50k ☐ \$51-200k ☐ \$201-500k ☐ \$500k+

lululemon contact name:

lululemon contact email address for copy of remittance:

HOW TO SUBMIT

Submit through Service Now: 'Vendor / Supplier Request' + enter vendor name as reference in the description box.

Internal submission only – please return to your internal contact