



- ☐ New vendor
- ☐ Updating existing vendor

**To ensure timely payment of invoices, this form must be completed in full, with relevant supporting documents attached, prior to first invoice received.**

---

---

---

*\*We recommend providing 2 email addresses to ensure no communication is missed, and to provide 1 joint mailbox address \_\_\_\_\_*

VAT [11] Include Country Code      UTR/CRN [10]      NINO/NI [9]

---

Address line 1:

Address line 2:

Apt/Suite: \_\_\_\_\_ City: \_\_\_\_\_

Province: Post Code:

Country:

Bank/Financial institution name

Bank address

IBANSort Code

Bank account number

SWIFT Code

Name on account *(if different to legal name)*

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and BANK NAME a reasonable opportunity to act on it.

☐ Void Cheque   ☐ Bank Letter   ☐ Online Bank Statement

*(Hot Tip: Banking Information must be on official bank letterhead, Company letterhead is not accepted)*

☐ Yes    ☐ No

What currency do you intend to receive payment in?

☐ Yes    ☐ No

☐ Yes    ☐ No

☐ *Included*

**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:**

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

Where will goods/services be physically provided/delivered?

☐ UK ☐ EUROPE ☐ Other

**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:

EUR ☐ GBP ☐

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*



# lululemon athletica vendor code of ethics

version 2.1 | February 20, 2018 | issued by vp of global sustainability | replaces version 2.0

## intent

At lululemon, our values of personal responsibility, honesty, entrepreneurship, connection and courage are more than words; they are embedded in everything we do and are the foundation of our business. Our values guide us when choosing our partners. We expect all of our vendors to share our values, to be accountable, to recognize and uphold legal, social, and ethical standards of production and to care for the environment. A commitment to these internationally recognized principles is the starting point. We will continue to evolve impact beyond the legally required codes of conduct, and work collaboratively with our vendors toward a resilient and truly sustainable supply chain.

This Code of Ethics overview outlines our global compliance principles to ensure that, despite cultural and legal differences among countries where we produce or source goods or require services, all of our business partners adhere to a set of policies: the lululemon Code of Ethics. Our Code of Ethics provides the foundation for our vendor partners and us to evaluate a facility's social and environmental performance and progress. Compliance

with the zero tolerance requirements is a condition to either start or maintain a business relationship with lululemon. The Vendor must implement this Code and applicable laws into procedures and submit to verification and monitoring upon request. The following sets out the minimum requirements deemed essential to protect the integrity of our supply base.

## zero tolerance

**MUST BE OPEN, TRANSPARENT AND COOPERATIVE:** The Vendor must give full disclosure and keep lululemon informed of all practices and resources related to production.

**NO FORCED OR BONDED LABOUR:** The Vendor must ensure there is no use of forced labour, including but not limited to involuntary overtime and prison, indentured or bonded labour.

**NO UNAPPROVED FACILITIES OR SUBCONTRACTORS AND**

**NO HOMEWORK:** The Vendor must communicate any need to expand the lululemon supply base and lululemon must approve each new facility or subcontractor prior to starting business. All work must be in accordance with the terms of the Vendor's contract with

lululemon and regulated according to the law. Homework must not be used.

**MINIMUM WAGE IS GUARANTEED:** The Vendor must compensate employees with at least the local legal minimum wage.

**NO CHILD LABOUR:** The Vendor must ensure that all employees are at least 15 years of age, the age for completing compulsory education, or meet the local legal working age, whichever is highest.

**NO CORRUPTION OR BRIBERY:** The Vendor must avoid all forms of corruption, including extortion, bribery, embezzlement, theft, or other abuse of power to gain an advantage.

## code of ethics requirements

**ENVIRONMENT:** The Vendor must protect indoor and outdoor environmental health by adhering to all applicable regulatory requirements, including but not limited to air, water, ground, and sound quality and chemical and waste management. The Vendor must continuously work towards mitigating negative environmental impacts in daily operations.

**HEALTH AND SAFETY:** The Vendor must provide safe and healthy workplace facilities, including but not limited to factories, dormitories and canteens, which meet the applicable laws and regulations. The Vendor must take adequate steps to prevent accidents and injuries related to work or otherwise on vendor owned properties.

**FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING:** The Vendor must allow employees the right to choose, form, belong or not belong to a union, or any other type of employees' organization, and take part in related activities.

**HARASSMENT, ABUSE AND DISCIPLINARY ACTION:** The Vendor must ensure that the workplace is free from sexual, psychological, physical, and verbal harassment, abuse, or intimidation and that every employee is treated with respect and dignity. Disciplinary practices must be clearly laid out, legal, and impartial.

**DISCRIMINATION:** The Vendor must ensure employees are not subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of sex, gender identity, race, religion, age, disability, illness, marital status, pregnancy, sexual orientation, nationality, political opinion, social or ethnic origin, or other protected status.

**FIRE SAFETY:** The Vendor must abide by all applicable regulations in addition to having fire protection and prevention systems in place that protect employees, visitors and neighbours from the danger of fire on all vendor owned properties.

**WAGES AND BENEFITS:** The Vendor must remunerate employees with special rates and benefits in accordance with applicable laws, in addition to the local minimum wage. The Vendor must provide employees with a clear, detailed, written account for each pay period and must not deduct wages illegally or for disciplinary purposes.

**INFORMED WORKPLACE:** The Vendor must communicate information on employee rights and obligations defined by this Code and applicable laws both orally and through the posting of the lululemon Code of Ethics in the language of employees.

**WORKING HOURS AND OVERTIME:** The Vendor must ensure employee working hours do not exceed 60 hours per week or the local legal limit, whichever is less, including overtime, on a regular basis, except under extenuating circumstances. All overtime must be voluntary and compensated at a premium rate.

**TIME OFF AND BREAKS:** The Vendor must provide a 24 hour rest day at least once in every seven-day period and recognize statutory leave and holidays. Break time must be respected.

**YOUNG WORKERS:** The Vendor must comply with applicable laws and regulations with regard to young workers (individuals who are 15 –17 years of age), including but not limited to: type of work, hours of work, health checks, registration to authorities, wages, benefits, etc.

**FEEDBACK SYSTEM:** The Vendor must ensure there is an internal grievance system that allows for anonymity and confidentiality. Employee comments must be responded to in a timely manner.

Any inquiries or case of non-compliance with any part of this Code should be reported to lululemon athletica immediately.

[sustainablepartner@lululemon.com](mailto:sustainablepartner@lululemon.com)