

## **IAS Policy on Vendor Registration & Vendor Portals**

**Purpose:** This policy outlines the International Accreditation Service (IAS)'s approach to managing vendor registration requests. It sets forth the rules and requirements for all external parties requesting to do business with IAS. To maintain a transparent and consistent approach to vendor set up, IAS aims to ensure that the scope of services and obligations aligns with our role as an accreditation provider.

**Scope:** This policy applies to all applicants requesting to do business with IAS. It set's forth the information that IAS will and will not provide during vendor registration requests, as a USA based, non-profit organization and governed by local laws and regulations.

**IAS Policy:** Unless otherwise approved by IAS President, the following are in effect:

**Audited Financial Statements:** IAS does not provide internal financial information outside the company. IAS is a public-benefit, non-profit organization, and tax exempt organization under the Section 501( c ) (3) of the USA Internal Revenue Code.

**IBAN Numbers:** IAS is a USA-based organization. The USA banking system does not use IBAN numbers. The Vendor registration must allow for Not Applicable (N/A) or blank submissions for IBAN number requests, to be able to complete the registration process. Otherwise, it shall be the responsibility of the customer to find a solution and approve the registration.

**Personal Staff Information:** IAS will not provide personal information of staff members in the form of passport ID/Social Security numbers, Birthdates, Martial Status, Age, Religious Affiliation, Citizenship or/and Gender Identity/Orientation, as this is information protected by US Law and not necessary for the purpose of vendor registration.

**Shareholders and Board Members:** IAS is a public-benefit, non-profit organization. IAS does not have owners/shareholder information to share. A list of current IAS Board Members can be found on our website [www.iasonline.org](http://www.iasonline.org).

**Service Categories:** IAS is an Accreditation Body that provides accreditation services whose primary business classification is Services per IAS' NAICS Code: 813920-05. This classification must be listed on the customer portal if a service classification is required to complete the registration. If this is not listed, it shall be the responsibility of the customer to find a solution and approve the registration.

**Current or Past Customer POs:** IAS will not share the PO information of any of our current or past customers. Customer information is private due to confidentiality agreements in place.

**All other Portal required fields:** Any required fields must be programmed to accept formats from international companies, and if Not Applicable (N/A) or blank submissions is not allowed, the customer shall be responsible for finding a solution and registration approval.

**Assistance/Billing:** Specific instructions and assistance must be readily available by the customer throughout the vendor registration process. If the vendor registration process is unfriendly to international formats and requires more than a day of staff time, IAS may will charge an administrative fee.

### **Invoice Submissions through Vendor Portals:**

**Tax Obligations:** All taxes, levies, VAT and charges applicable to the services provided or contracted with IAS are the sole responsibility of the customer. IAS is not liable for any tax obligations arising from services provided. IAS is an exempt organization under the Section 501( c ) (3) of the USA Internal Revenue Code, which is exempt from US income taxation as a resident of the USA. Form 6166 – Tax Residency Certificate is available upon request.

**Payment Terms:** All payments from the customer will adhere to **Net 30** payment terms. Payment must be submitted to IAS within 30 days to maintain active accreditation status.

**Implementation and Compliance:** Customers requesting vendor registration through online portals or requesting any of these items for registration purposes must acknowledge and comply with this IAS policy. Failure to adhere to these guidelines may result in disruption to active accreditation status.

For additional information or clarification, you can reach us at [iasinfor@iasonline.org](mailto:iasinfor@iasonline.org).

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