

## Becoming a Vendor of NETSCOUT

Before a new Vendor is brought on-board by NETSCOUT, they must complete a pre-screening process. This pre-screening process must be initiated by a NETSCOUT representative which begins with the discussion of the requirements and the NETSCOUT Representative providing a project reference code for the Vendor to use. The NETSCOUT representative will then request that a Global Vendor Pre-Qualification Self-Assessment be completed. Upon completion, it is to be returned to NETSCOUT at [procurement@netscout.com](mailto:procurement@netscout.com). Once Vendor selection has occurred, the NETSCOUT representative will notify the selected Vendor at which time a the NETSCOUT Vendor setup form will need to be completed.

Below are some important items to note about being a trusted Vendor to NETSCOUT:

1. **Vendor code of Conduct:** All Vendors are expected to sign up to the NETSCOUT Vendor Code of Conduct unless they have a similar policy in-place. View NETSCOUT [Vendor Code of Conduct](#)
2. **Terms and Conditions:** Unless a Vendor executes a formal written agreement with NETSCOUT, all purchase orders will be subject to NETSCOUT's standard [Terms of Purchase](#).
3. **Invoices:** Be sure that invoices are sent to the correct location and issued to the correct legal entity. It is important that all information is complete and accurate to avoid delays in the processing of your invoice. Mandatory Requirements to be furnished on invoice copy.
  - o Accurate Billing Address with complete NETSCOUT entity name
  - o Valid Purchase Order Number
  - o Accurate Tax Amount, if applicable

Any of the details missing from the invoice document will result in delay of processing the same

4. **Payments:** We pay Vendors electronically. Make sure that you provide correct banking details when you enroll. After payment is issued, a remittance advice will be sent to the email address that was provided at enrollment. Invoices are paid according to the applicable terms and conditions.