

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. The NETSCOUT representative will start the Vendor Onboarding process via sending an invitation to be screened to be a trusted vendor of NETSCOUT. This email invitation will provide a link to forms to be completed by the vendor. Depending on the type of engagement and nature of goods or services being purchased from a vendor; more than one form may be necessary. Upon completion, this form(s) will be returned to the NETSCOUT Procurement Team to be reviewed. Once Vendor selection has occurred, the NETSCOUT representative will notify the selected Vendor at which time the vendor onboarding process can begin.

Expect to receive the following emails in the order listed below:

- NETSCOUT Vendor Self-Assessment Questionnaire
- Link to Signature Request
- Confirmation of Signature Completion
- NETSCOUT New Vendor Setup Form
- Link to Signature Request
- Confirmation of Signature Completion
- NETSCOUT Supplier Data Protection Questionnaire (If Applicable)
- Fillable PDF to complete, sign and return electronic copy to NETSCOUT Procurement Team, procurement@netscout.com (If Applicable)

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 of Purchase:** 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:** Invoices should be 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.
 - a. Accurate Billing Address with complete NETSCOUT entity name
 - b. Valid Purchase Order Number
 - c. Accurate Tax Amount, if applicable
4. **Payments:** We pay Vendors electronically, please ensure the correct banking details are provided when completing the forms. After payment is issued, a remittance advice will be sent to the email address that was provided on the setup form. Invoices are paid according to the applicable terms and conditions.

As a part of our setup process a member of the NETSCOUT Data Quality team will call the person representing the vendor to re-verify the banking information provided.