

Question 1	When should I complete a Vendor Request Form?
Answer 1	<p>A Vendor Request Form should be completed when you are engaging with a third party who provides services or who are engaged to, market or sell Bioventus products. This process must be completed before any third party is permitted to begin work.</p> <p>Note: This excludes engagements with Healthcare Professionals or Healthcare organizations which are managed by the Professional Affairs team. If you need assistance with this type of engagement, reach out to Professional Affairs at professionalaffairs@bioventusglobal.com</p>
Question 2	What is the difference between an Indirect Vendor Form and a Direct Vendor Form?
Answer 2	<ul style="list-style-type: none">• Indirect Vendor Form is used for all third-party vendors that are not supplying or selling product that Bioventus distributes.• Direct Vendor Form is used are only used by Procurement. (The general audience taking this training will not use this form. They will only use the Indirect Vendor form to submit vendor requests.)
Question 3	What is the approval routing path for each form?
Answer 3	<ul style="list-style-type: none">• US and OUS Indirect: Project Owner/Invoice Approver > Compliance > IT > Procurement > Master Data Management (MDM) > Finance• Direct: Project Owner/Invoice Approver > Compliance > IT > Procurement > Quality > MDM > Finance• US and OUS Distributors and Sales Agents: Compliance > MDM > Finance
Question 4	What changed in the new Vendor Set Up forms?
Answer 4	<p>For US and OUS Indirect Vendor Form</p> <ul style="list-style-type: none">• The project manager/invoice approver for the project will be the first person to approve the form once it's submitted. This person is responsible for reviewing the form to ensure all information submitted is accurate. This also ensures the project manager has visibility into the request for vendor services.• Data privacy and risk assessment questions have been added to the form. See the corresponding questions in this FAQ.• Information Technology (IT) was added as an approver to the Indirect Vendor forms. IT reviews the form to determine if a data security review is required.• Quality has been added as an approver of the form. (Direct only) <p>For US and OUS Distributor/Sales Agent Form</p> <ul style="list-style-type: none">• The process was updated to remove Procurement as an approver of the form.

Question 5	What resources are available for additional guidance regarding this process?
Answer 5	Refer to: <ul style="list-style-type: none">• Vendor Management Policy (POL-000076). Access the policy on BioNet>>Important Documents>>Policies>> Vendor Management Policy (POL-000076)• Indirect Purchasing Policy (POL-000023). Access the policy on BioNet>>Important Documents>>Policies>> (POL-000023)-Global Indirect Purchasing Policy
Question 6	Why are the data privacy questions necessary?
Answer 6	The data privacy questions are necessary to ensure Bioventus complies with all US and International data privacy laws and regulations. Answers to these questions may result in further data impact assessment and/or additional contract language requirement.
Question 7	Why are the risk assessment questions necessary?
Answer 7	The risk assessment questions are necessary to ensure Bioventus is completing the proper due diligence for every company and individual we engage for services. This helps guarantee that we follow our Code of Conduct and work with vendors who share our commitment to ethical business conduct.
Question 8	What is due diligence and when is it required?
Answer 8	A due diligence report is required for certain key business partners and distributors. Bioventus engages with a third party who will conduct due diligence to identify and assess factors driving third party bribery risk. It uses key risk factors to identify and/or rank potential risk, assigning a 'red flag' to a risk that should be reviewed.
Question 9	When is a contract required?
Answer 9	A contract is required if: <ul style="list-style-type: none">• the purchase will cost \$10,000 or more per vendor per year• the frequency of purchases is 5 or more per year from one vendor, regardless of the amount