

Vendor Document Requirement Schedule (VDR) Form Supplier Instructions

Prior to PO Award

1. VDR Form (Vendor Document Requirements) will be submitted to Supplier with a Request for Quote (RFQ) or Advance Order if Supplier Documentation is required.
2. Supplier should quote drawing submittal dates directly on VDR Form. **Note:** Dates appearing on the VDR Form are the dates that the documents should arrive at Air Products.
3. Prior to Purchase Order being issued, the supplier should delete (cross off) any documents that are not applicable on VDR Form. The form should be filled out completely. If any of the document requirements are unclear, it is the Suppliers responsibility to contact the Air Product's Buyer for clarification or view the Master List of VDR requirements found on our website.
<http://www.airproducts.com/company/supplier-information/general-conditions-of-purchase.aspx>

After PO Award

4. Once the Purchase Order has been issued the supplier must email the completed VDR Form back to the Air Products Engineering Data Control Center (EDCC) by the date requested.
5. Supplier must submit all Data requirements to the EDCC by the preestablished due dates. The supply of goods will not be considered complete if all required documents are not submitted.
6. All submittals must contain the Air Products PO number (Purchase Order) in the subject line. It should also contain the supplier work order or sales order number.
7. Supplier must include a copy of the completed VDR Form as a transmittal sheet to cross-reference Air Products VDR Long Description with Supplier's document names/numbers. Supplier must remit the completed Data Requirement Sheet (VDR Form) **with every transmittal** of drawings, manuals, etc. to the **EDCC**. The VDR code, tag number and project number should also be included in the email.
8. If Air Products maintains copies of Supplier manuals or generic drawings (e.g. Global Supply Agreements), the Supplier **MUST** indicate the Model Number or Drawing Number in the "Supplier's Number" column and the revision on the completed VDR Form prior to sending it back to the buyer.
9. All documents should be sent electronically to appropriate EDCC office in accordance with Specification 4WCM-61001. Documents should be in PDF format per 4WCM-61001. If electronic copies are not available, please mail documents to appropriate EDCC office.
10. All final drawings must bear suppliers "certified" stamp when applicable.
11. Normal Air Products turnaround time for documents is 14 calendar days.
12. Supplier must highlight any changes or revisions on subsequent submittals. Supplier should also include Air Products MAR# with subsequent submittals.

Attachments

- [VDR Form Example](#)
- Specification 4WCM-61001