

Vendor Document Requirement Schedule (VDR) Form  
Supplier Instructions

- 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/AboutUs/SupplierInformation/Policies\\_and\\_General\\_Information.htm](http://www.airproducts.com/AboutUs/SupplierInformation/Policies_and_General_Information.htm)
- 4) Once the Purchase Order has been issued the supplier must fax or e-mail the completed VDR Form back to the Air Products Engineering Data Control Center (EDCC) by the date requested. If Air Products maintains copies of Supplier manuals or generic drawings (i.e. Global Supply Agreements), the Supplier **MUST** indicate the Model number or Drawing number in the "Supplier's Number" column on the completed VDR Form prior to sending it back to the buyer.
- 5) Supplier must submit all Data requirements to the Engineering Data Control Center (EDCC) by the pre-established due dates. All final drawings must bear suppliers "certified" stamp when applicable.
- 6) All documents should be sent electronically to either [engdata@airproducts.com](mailto:engdata@airproducts.com) for document submittals in the United States or [engdata1@airproducts.com](mailto:engdata1@airproducts.com) for document submittals in the United Kingdom. Documents should be in PDF format according to Spec. 4WCM-61001. If electronic copies are not available, please mail documents (via a traceable method, i.e. FedEx, UPS, etc.) to:  

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| <p><b><u>United States Submittals:</u></b><br/>Air Products and Chemicals, Inc.<br/>Engineering Data Control Center<br/>7201 Hamilton Blvd.<br/>Allentown, PA 18195-1501</p> | <p><b><u>United Kingdom Submittals:</u></b><br/>Air Products PLC<br/>Engineering Data Control Center<br/>Hersham Place<br/>Molesey Road<br/>Hersham<br/>KT124RZ</p> |
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- 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 Engineering Data Control Center.
- 8) Normal Air Products turn around time for documents is 14 calendar days.

Attachments

- VDR Form Example
- Specification 4WCM-61001