

Scope: To survey prospective Supply Partners to determine a preliminary fit as a Qualified Supply Partner to Kimball International.

- I. Introduction
- II. Company Information
- III. Plant Specific Information
  - A. General Plant Information
  - B. Quality System
  - C. Facility/Capacity
  - D. Sustainability
  - E. Engineering Design
  - F. Technology
  - G. Commodity Specific Information

### I. Introduction

This survey is the first step to becoming a Qualified Supply Partner of Kimball International, Inc.. In today's highly competitive global economy Kimball International, Inc. has identified the need to have World Class Suppliers. We will strive to be a World Class Customer and develop long-term win-win relationships with our Supply Partners.

**Please complete this form in Microsoft Word and e-mail to:**

**Date Completed** \_\_\_\_\_  
**National Acct. Mgr.** \_\_\_\_\_

### II. Company Information

Parent Company Name \_\_\_\_\_  
 Headquarters Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 State of Incorporation \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Website URL \_\_\_\_\_

<p><b>Public Companies</b>                  Stock Exchange &amp; Symbol _____                  Annual Sales \$ _____</p> <p>Please attach current annual report as a PDF or Word Document</p>
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<p><b>Private Companies</b>                  Principals _____                  _____                  Bank: _____                  Banking Officer: _____                  Accounting/Auditing Firm _____</p>
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Dun & Bradstreet # \_\_\_\_\_ Federal Tax ID # \_\_\_\_\_  
 Standard Industry Classification Codes (SIC's) \_\_\_\_\_

U.S. GOVERNMENT CLASSIFICATION OF BUSINESS: (check all that apply)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Large Business (over 500 employees)                                   |
| <input type="checkbox"/> | Small Business (less than 500 employees)                              |
| <input type="checkbox"/> | Large Disadvantaged Business (51% ownership, over 500 employees)      |
| <input type="checkbox"/> | Small Disadvantaged Business (51% ownership, less than 500 employees) |
| <input type="checkbox"/> | Large Woman Owned Business (51% ownership, over 500 employees)        |
| <input type="checkbox"/> | Small Woman Owned Business (51% ownership, less than 500 employees)   |
| <input type="checkbox"/> | Non-Profit Organization   |
| <input type="checkbox"/> | Vietnam Veteran   |
| <input type="checkbox"/> | Disabled Vietnam Veteran  |
| <input type="checkbox"/> | Minority Owned (51% ownership)  |

**III. Plant Specific Information** (for each of your facilities that supply product to Kimball International, please copy and paste items A - F and complete the information for each of your facilities)

**A. Plant Specific Information**

General Plant Information

Plant Name:

Location:

Phone

Website URL

	Years w/Co	Phone	E-Mail
General Mgr.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Production Mgr.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quality Mgr.	<input type="text"/>	<input type="text"/>	<input type="text"/>
CSR	<input type="text"/>	<input type="text"/>	<input type="text"/>
Eng. Mgr.	<input type="text"/>	<input type="text"/>	<input type="text"/>

**References**

Primary Supply Partners:	Contact:	Phone:
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>

Primary Customers:	% of Business
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>

**B. Quality System**

Does the company have an implemented Quality System?

Yes  No

Do you have a quality manual with managerial oversight?

Yes  No

Is your system registered?

Yes  No

Organization and Registration Certificate No.

  
  


Does your company have UL approved products?

Yes  No

**C. Facility/Capacity**

Square Footage:	Production	<input type="text"/>	Warehouse	<input type="text"/>
No. of Employees	Production	<input type="text"/>	Office	<input type="text"/>
Work shifts per day		<input type="text"/>	Avg. total Prod hours/week	<input type="text"/>
Current Load/Capacity		<input type="text"/>		
Is there space for expansion?		<input type="text"/>		
Union Yes <input type="checkbox"/> No <input type="checkbox"/>	Contract expires	<input type="text"/>	Name of Union	<input type="text"/>

Do you have a written Business Continuity Plan?  
Yes  No

If yes, please attach as a PDF or Word Document.

Plant Shut-down periods other than legal U.S. holidays:

1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>

Does your company employ workers who are below the minimum legal working age?  
Yes  No

Does your company check the age of all candidates who apply for employment?  
Yes  No

If yes, please describe how.

<input type="text"/>
<input type="text"/>
<input type="text"/>

Does your company use or ever used forced or prison labor at any of your locations?  
Yes  No

If yes, please describe the circumstances and location.

<input type="text"/>
<input type="text"/>
<input type="text"/>

What is the total workforce turnover rate?

<input type="text"/>
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Have any serious injuries requiring hospitalization for longer than 24 hours or lost time accidents occurred in the last 5 years at the any of your plants where you will produce products or material?  
Yes  No

**D. Sustainability**

Does your company have a documented environmental policy with managerial oversight?  
Yes  No

If yes, please attach as a PDF or Word Document.

Is your system registered?  
Yes  No

Certification:

Highlight any “green” initiatives that the company is currently implementing, or has completed recently.


**Post-Consumer** recycle content is consumer waste that has become a raw material (feedstock) from another product. It originates from products that have served a useful purpose in the consumer market. Much of this feedstock comes from residential and commercial (office) recycling programs for aluminum, glass, plastic, and paper. Other post-consumer feedstock is supplied by businesses that recycle construction and demolition debris.

**Post-Industrial** recycle content is output from a process that has not been used as part of a consumer product, that is sold, traded, or exchanged under commercial terms (including auditable transactions between profit centers within an organization) as feedstock for another industrial process, and that would otherwise be landfilled, incinerated or somehow disposed of as waste, as defined by the Federal Trade Commission.

Based on the above criteria, please list below the specific materials and percentages of Post Consumer and/or Post Industrial recycled material content is in the product you supply to flexcel, either in general terms or for the products requested by your flexcel representative.

Commodity / Product	Product Line	% Post-Consumer Recycle Content	% Post-Industrial Recycle Content
		%	%
		%	%
		%	%
		%	%
		%	%
		%	%
		%	%
		%	%
		%	%
		%	%
		%	%
		%	%

**E. Engineering Design**

Number of Engineering/Design resources on staff:

Design Eng.  Production Eng.  Process Eng.

What CAD System(s) are supported?

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Do you have a formalized Value Engineering/Value Analysis process in Place? Explain your process.


Do you have a documented Product Development Process?

Yes  No

If yes, please attach document.

**F. Technology** (Please check all items that are applicable to your company.)

- Interactive Web**
- SAP**
- EDI**
- E-Business Exchange**
- Other**

Please answer the following questions in regard to your e-mail capabilities.

Does your company have spam / virus filtering functionality in place?

Yes  No

Does your company use a generic / shared mailbox or individual mailboxes?

What process can your company provide to ensure / confirm receipt of e-mail?

- Read receipt**
- Manual e-mail reply process**
- Fax**
- Phone**
- Other**

Does your company have procedures in place to ensure Kimball, Int'l is notified when changes / alterations are made to users / employees?

Yes  No

**\*Please provide a technical spec of your e-mail solution via e-mail for test purposes.**