



Supplier Prescreen & Application

Date: _____

Vendor Name: _____

Address: _____

Telephone: () _____ **Fax:** () _____

Please describe functional capabilities: Manufacturing & Distribution, Distribution only, Converter, etc.: _____

Please attach most recent organizational chart which includes the following key personnel:

	<u>Name</u>	<u>Phone #</u>	<u>e-mail address</u>
President:	_____	_____	_____
Operations Mgr:	_____	_____	_____
Quality Mgr:	_____	_____	_____
Financial Officer:	_____	_____	_____
Sales Mgr:	_____	_____	_____
Sales Rep.	_____	_____	_____
Customer Service:	_____	_____	_____

Major Products Produced/Distributed:

List Top 5 Major Customers & the Industry segment in which they operate:

Facilities Information: *attach additional sheets if necessary*

Plant Location sq. ft. Employment Capacity Utilization

<u>Plant Location</u>	<u>sq. ft.</u>	<u>Employment</u>	<u>Capacity Utilization</u>

Equipment Listing: Please provide listing of major equipment indicating size, age and condition.

Financial Information

Company is publicly held? yes/no _____

If company is privately held, list owners: _____

Please provide copy of latest copy of financial statement. If the financial statements are audited, obtain a copy of the auditors opinion.

Please provide list of Bank references, contact name & ph #: _____

Please provide Dunn & Bradstreet rating: _____

Please attach future capital investment plans.

Quality System

Instructions; Please check each block that reflects your operations and provide the reference, certification, document, and/or procedure number, if appropriate.

ISO Certification: Level _____ Yes___ No___ Date: _____

Other Certifications: _____

Quality Measurement Equipment: _____

Do you have a third party Certified Quality System: Yes___ No___

Do you have a Quality Manual? Yes___ No___ If yes, please enclose.

Do you have a corrective action process for customer complaints and field problems which includes root cause analysis. Yes___ attach example No___

Do you have a calibration program for measurement and test equipment traceable to your country's national standards? _____

Are quality costs tracked and goals established? _____

Do you evaluate and audit your suppliers? _____ attach example

Do you perform scheduled internal audits? _____ attach schedule

Do you have documented records of inspection and test? _____

Do you have current process capability indices for critical to Quality parameters for variable data with established targets? _____ attach summary

Are Quality levels for attributes measured against improvement targets? _____ attach Quality control plan

Do you use in process SPC? _____

Production

Are you unionized? _____ affiliation _____ Contract expiration date _____

If unionized, when was last work stoppage and its duration? _____

Number of shifts run per day _____ Employees per shift _____

Average number of days run per week _____

What are your key processes? _____

What are your current production limiting or bottleneck process? _____

What is your current production rate as a % of capacity? _____

If you have minimum run quantities or run times, what is your policy? _____

Do you have a process to measure and track inventory? _____

Inventory turns per year? _____

Do you have a process for dispositioning rejected material? Describe: _____

What is your customer on time fill rate?_____ On time delivery %: _____

Do you have a process for selecting and managing subtier suppliers? (including delivery, quality, and productivity/cost effectiveness) Describe process:_____

Do you have a documented capacity plan which includes subtier supplier capacity and production restraints? Describe plan:_____

Please list all subcontractors used to produce the product we purchase?_____

Technology/New Product Introduction

Do you design and build your own tooling?____ Assembly equipment and fixtures?_____

What automated design tools aid your product and tooling design process? List the specific tools/software used_____

Is the statistical capability of your equipment and tooling documented?_____

Do you have standard procedures to analyze or review designs?_____

List in house process capabilities and testing capabilities _____

List new equipment/technologies acquired in the past 5 years._____

General Business

Do you have a detailed business plan outlining key measurements, objectives and business strategy? Describe mission statement:_____

Does your Business Plan consider growth opportunities relative to domestic and offshore competition?_____

What were your sales in the last 12 months? _____
What % of your current sales are international? _____
What % of your current purchases are for international sources? _____
Do you measure your supplier's performance? _____
Do you currently have a major new program(s) in progress or planned? _____
Are you staffed to manage and execute major new programs? _____
Will you share your cost structure with your customers? _____
How do you plan to service the Springs account? _____

EDI

Do you utilize EDI with your current customer/supplier base? Please state type of transactions - PO, shipping schedules, invoices etc. _____

Do you have access to the internet? _____ Are you currently internet capable for parts ordering? _____ Are you willing to set up an internet catalog specific to Springs? _____
Do you have access to e-mail? _____
What type of computer hardware do you utilize? _____
Do you utilize PC's that run the Windows operation systems? _____
Do you have a full time Systems Manager and staff? _____ If not how do you handle IT needs? _____

Legal and Environmental

Has your company adopted formal policies describing how environmental or worker health and safety matters are considered in managing its operations? _____
How many employees in your company work as environmental professionals? _____
How many are full time _____ Do they have responsibility for one or multiple facilities? _____
How many employees in your company work as worker health and safety professionals? _____ How many are full time? _____ Do they have responsibility for one or multiple facilities? _____
Does your company have environmental audits performed at all plants? _____ Who performs? _____
Has your company ever received correspondence from an environmental or worker health and safety regulatory agency alleging that activities or conditions at the plant where the products you will supply Springs are made do not comply with Federal, state, or local environmental laws or worker health or safety laws? _____
If yes, please describe conditions and describe those allegations your company has not yet resolved with the complaining agency? _____

What is the OSHA recordable injury incident rate for each of your production facilities?

Are there any claims against your company or material litigations which might hamper your ability to supply product under quoted circumstances? _____

Are you willing to abide by Springs Industries Terms & Conditions? _____

Human Rights Information

Are you paying the required minimum wage?____ What is it?____/hr.

Do you limit # of hours worked as required by law? _____

Do you limit over time hours as required by law? _____

Are you paying social benefits as required by law? _____

Do you have health & safety program in factory? _____

Do you comply with required enviromental standards? _____

Do you house employees in dormitories? _____

Please be advised: As part of our audit protocol, trained auditors may interview your employees in confidence.

Please attach any additional information you think is appropriate.

Responder's Signature _____

Date: _____

Responder's Name and Title (Print): _____