



***Kirby Risk***  
***Service Center***

***Supplier Manual***

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## 1.0 Introduction

### **1.1 Kirby Risk Profile**

Kirby Risk Corporation is a multi-faceted company, dedicated to understanding and meeting our business partners' needs with innovative, effective solutions. Our experience and network of resources provide customers with reliable technical assistance, logistics management, communications systems and quality products that not only meet their requirements, but also enhance their competitive position.

With our main focus being solutions that help customers meet productivity objectives, Kirby Risk provides a wide range of services, including quality electrical supplies, electrical apparatus sales and repair services, wiring harness/cable manufacturing and quality industrial component manufacturing. Customer service is an integral part of Kirby Risk Corporation, with thirty-eight electrical supply locations throughout Indiana, Illinois and Ohio.

### **1.2 Company Vision**

To be preferred by the customers we serve and the suppliers we represent.

### **1.3 Mission Statement**

To grow by surpassing customer and employee expectations through safe profitable performance, vendor partnerships and world class quality.

### **1.4 Quality Policy**

Through superior team performance, we are determined to meet or exceed our customer requirements, establish and review their objectives, and continually improve our products, process and systems.

### **1.5 Supplier Manual Introduction**

The purpose of this manual is to define the requirements for doing business with the Kirby Risk Service Center, to be referred to herein as Kirby Risk and to outline processes used to ensure that our supply base is continually improving to prevent quality and delivery disruptions, provide the lowest cost, and top level service. Implementation of the processes outlined in this manual will not only reduce risk of supply chain disruptions, but will also help Kirby Risk and its suppliers to increase our competitive industry position and ensure our continued success.

### **1.6 Scope**

The requirements of this manual apply to all suppliers of finished goods, production materials (raw or components), as well as outside processes where applicable. Any questions regarding the applicability of the requirements contained in this manual should be directed to your Kirby Risk contact(s) for resolution.

### **1.7 Responsibility**

It is the responsibility of the supplier to review, understand, and satisfy the requirements of this manual and any other applicable requirements as part of the acceptance of purchase orders from Kirby Risk. The supplier should obtain any referenced documents to ensure full compliance with all applicable requirements.

## 2.0 Quality Requirements

### **2.1 Quality Systems**

All suppliers should be compliant with an industry recognized quality standard such as ISO9001 or IATF16949. Certification by an accredited third party registrar is highly recommended, and will be a factor considered in the award or continuation of business. Kirby Risk may elect to perform an on-site compliance assessment when third party certification does not exist. Any change in a third party approval/certification status must be communicated to Kirby Risk within five business days of the occurrence.

### **2.2 Production Part Approval Process (PPAP)**

Kirby Risk utilizes the Production Part Approval Process (PPAP) to qualify both new purchased parts and changes to existing parts. The supplier will be informed by a representative from Kirby Risk when a PPAP is required. The supplier is responsible for ensuring that the sourced product meets all requirements identified both on the part print and all other referenced documentation. This includes applicable specifications, referenced specifications, assembly related prints, industry standard requirements for testing and performance and specific testing requirements. When required the PPAP must be submitted on time prior to the PPAP due date that is assigned. Kirby Risk will not pay for material or shipping related costs associated with production product that is not PPAP approved in cases where PPAP is required. All product is considered unapproved until the PPAP submission is formally approved.

### **2.3 Quality Records Retention**

Suppliers must retain all quality system records for a minimum of 3 years, unless otherwise specified. This includes records of process control and traceability which are vital for any required failure analysis.

### **2.4 Material Traceability**

As applicable, the supplier is required to establish a lot traceability system that tracks raw material lot / batch numbers to the finished product lot / batch numbers including traceability to inspection records.

### **2.5 Management of Change**

Kirby Risk requires suppliers to inform us of all supplier related changes and in many cases get prior approval from Kirby Risk to proceed with a change. As a supplier to Kirby Risk you are required to notify us in writing no less than 90 days prior to any anticipated change. The request must be made in writing to the Kirby Risk quality department. Unapproved changes made by the supplier are subject to chargebacks on costs incurred related to the change.

## **2.6 Corrective Actions**

Kirby Risk may issue a Corrective Action Request (CAR) in the identification and resolution of a non-conformance detected at Kirby Risk and by our customers. The CAR may be issued based upon incoming inspections, in-process rejects, customer rejects, field failures, packaging or labeling issues.

The supplier is expected to respond to all CARs issued in the format received. When a supplier receives a CAR, an initial response is required within 24 hours:

- Acknowledge receipt of CAR upon notification
- Identify all suspect product
- Notification of quantity of suspect material in route to Kirby Risk and/or its customers
- Immediate containment action taken
- Interim plan for supporting Kirby Risk production with certified product

In addition a Corrective Action Plan will be required within 5 business days:

Use problem solving techniques to determine the root cause of the non-conformance. Refer to Appendix A, 8D Corrective Action Form for additional information. The submitted Corrective Action Plan must contain:

- Detailed plan for implementing corrective actions to control and prevent recurrence.
- Disposition of suspect products

Lastly a Final Report is required within 30 days addressing:

- Implemented corrective actions with supporting data.
- Verify effectiveness of corrective actions.

Kirby Risk will perform incoming inspection on all future shipments to ensure supplier corrective actions were satisfactory and have adequately resolved the issue. Upon successful resolution of the issue, the product will be changed to approved status.

If the supplier fails to respond appropriately to any of the corrective actions required the supplier may be placed on New Business Hold and may be removed from the approved supplier list.

## **2.7 Return Material Authorization (RMA)**

If components or material is found to be defective, Kirby Risk will return the material to the supplier once a return material authorization number has been issued. This return will be at the supplier's expense. When issuing an RMA please include the carrier and account number you would like Kirby Risk to use.

## **2.8 Charge Backs**

Suppliers are responsible for the quality, on-time delivery, and reliability of the product they supply. Product must meet the drawing and any referenced specifications. In the event that non-conforming parts or material results in costs to Kirby Risk (costs may include, but are not limited to, charges related to sort, rework, repair, product scrap, production downtime, customer imposed charges, warranty or recall costs, shipping, engineering effort, etc.), Kirby Risk reserves the right to charge the supplier costs associated with the non-conformance. The method of charge back will be by debit memo.

## **2.9 Contingency Plan**

The Supplier shall prepare contingency plans to satisfy Kirby Risk requirements in the event of an emergency such as utility interruptions, labor shortages, equipment failure and field returns.

## **3.0 Supplier Selection and Approval**

### **3.1 Supplier Assessment**

Kirby Risk may conduct an On-Site Assessment (OSA) of the supplier's quality management system, documentation and manufacturing facilities. The OSA is generally conducted for potential new suppliers or an existing supplier's new facility. An OSA may be conducted if a supplier has not had an assessment in the last two (2) years. The OSA shall be conducted in person at the supplier's manufacturing facility. Kirby Risk will share the results of the OSA with the supplier and provide a status of:

- Approved – the supplier may be awarded new business and will be added to the approved supplier list
- Conditionally Approved – the supplier may be awarded new business, pending acceptable corrective actions are implemented, and may be added to the approved supplier list
- Not Approved – the supplier fails to meet the requirements. Kirby Risk will not award new business and/or may remove the supplier from the approved supplier list.

Kirby Risk reserves the right to conduct more frequent audits and to enter the supplier's facilities to perform an audit. Kirby Risk will notify the supplier of the planned date of the audit.

### **3.2 Supplier Selection and Approval**

The following criteria can be used to award new business:

- The supplier is registered to ISO9001 or IATF16949 or ISO compliant.
- The supplier can meet the print specifications.
- The supplier has the capacity.
- The Supplier's demonstrated performance in environmental management, quality, delivery, and cost.
- Supplier's total cost competitiveness and commitment to continuous improvement.
- Supplier's demonstrated technical capabilities and Engineering support.
- Supplier's overall financial condition.
- Other, such as customer-directed.

### **3.3 Social Accountability**

Kirby Risk selects business partners who comply with local law and internationally acceptable fair and safe labor practices. Suppliers shall comply with all applicable federal state and local laws, and rules and regulations of any government authority which have the effect of law.

## 4.0 Supplier Monitoring and Improvement

### 4.1 Strategic Supplier Scorecard

The Strategic Supplier Scorecard (Appendix B) presents the criteria that will be used by Kirby Risk to rate supplier's performance. Ratings will be published on a quarterly basis using the following categories.

- Quality- 20%
- Delivery- 20%
- Cost Savings- 10%
- Order Acknowledgement 05%
- Communication- 10%
- Competitive Pricing- 10%
- VMI/Consignment- 10%
- Innovation/Tech Support- 05%
- ISO/TS Certification- 05%
- Hazardous Material Compliance- 05%

Ratings will be assigned as follows:

90%-100%	Strategic Partner Supplier
80%-89%	Approved Supplier
70%-79%	Conditional Approval
60%-69%	Corrective Action Plan required, possible New Business Hold
50%-59%	Automatic New Business Hold, possible Exit Business
40%-49%	Exit Business

A supplier can be placed on New Business Hold based on chronic performance concerns or by having a major issue. When a supplier is put on New Business Hold, that supplier will not be eligible to bid on any new business from Kirby Risk.

### 4.2 Approved Supplier List

All Suppliers currently supplying direct or indirect material to Kirby Risk are approved suppliers. Approved suppliers are those we currently purchase from, but it is possible they are not approved for new business awards.

### 4.3 Continuous Improvement

Kirby Risk suppliers are expected to create and maintain continuous improvement plans focused on bettering quality, delivery, cost, and service performance. Regular reviews will be scheduled to address progress and results of improvement plans. Supplier continuous improvement activity is taken into account in scorecard performance and in supply strategy. Kirby Risk's desire is to partner with suppliers that meet the criteria of a Strategic Partner or Approved supplier. Any supplier that consistently performs at 50%-59% scorecard rating will be considered for removal on the Approved Supplier List and a candidate for possible business exit.



#### **4.4 Kirby Risk Performance Report (Supplier Scorecard)**

The Supplier Scorecard (Appendix C) presents the criteria that will be used by Kirby Risk to rate supplier's performance for the Top 40 Spend. Ratings will be published on a quarterly basis using the following categories.

##### Quality (PPM)

0-500 PPM = 50 Points  
501-1000 PPM = 25 Points  
>1000 PPM = 0 Points

##### On-Time Delivery (OTD)

5 days early, 0 days late

Note, Suppliers may be requested to provide Corrective Action for (OTD) <70%

##### Also tracked are as follows:

Premium Freight Allowances (Supplier Responsible)

Customer Disruptions (includes field returns)

Special Status Customer Notifications

## 5.0 Supplier Requirements

### **5.1 Supplier Manual**

General supplier requirements are contained within the Kirby Risk Supplier Manual. Supplier compliance with this manual is a requirement of doing business with Kirby Risk. Performance of suppliers in meeting these requirements will be assessed on an ongoing basis, and will be a factor in the supply strategy.

### **5.2 Confidentiality**

The supplier shall use confidential information solely for the purposes of supporting the current business relationship with Kirby Risk. The supplier shall not disclose confidential information to any third party without buyer's express written consent, except that the supplier may disclose confidential information to its contractors, sub-suppliers, consultants or agents who have a need to know and have executed confidentiality agreements with the supplier.

### **5.3 Request for Quote (RFQ)**

RFQ's will typically contain all necessary documents for full quotation, including:

- Engineering drawings
- PPAP submission information, when required

The supplier must contact Kirby in the event the RFQ materials are illegible, unclear, or missing key information that is necessary for quotation. Later amendments or changes to the supplier's original quotation, for any unauthorized reason, will not be accepted.

### **5.4 Warranty**

Supplier warrants/guarantees and represents to Kirby Risk that all products shall be:

- In strict compliance with the specifications, samples, drawings or other descriptions or requirements relating to the products.
- Free from any defect in design, workmanship and materials.
- Merchantable
- Fit for the particular purposes for which they are purchased. Products that are reasonably determined to fail to conform to the warranties above are referred to as "Defective Products". Deviations, however minor, from the abovementioned are not allowed.

### **5.5 Conflict Minerals Reporting Requirements**

Kirby Risk is committed to ensuring that the products it sells does not incorporate Conflict Minerals sourced from entities which directly or indirectly finance conflict in the Democratic Republic of Congo or adjoining countries. Conflict Minerals are defined as tin, tantalum, tungsten and gold – AKA the 3TGs. Kirby Risk intends to fully comply with the requirements of Section 1502 of the Dodd-Frank Act, which requires that Kirby Risk perform due diligence into the sources of such minerals and disclose the results of such diligence.

Kirby Risk requires its suppliers to:

- Perform due diligence into their respective supply chains to determine whether products sold to Kirby Risk contain the 3TGs. If so, whether and to what extent those metals are sourced from conflict-free smelters.
- Report to Kirby Risk the results of such due diligence to enable Kirby Risk to comply with its legal obligations and policy goals.
- Commit to being or becoming "conflict-free," so that any such metals are sourced only from conflict free smelters.

## **5.6 Hazardous Substances Requirements**

Kirby Risk markets and sells product all over the world and many of our products must comply with various directives and legislation related to controlling, reducing or eliminating hazardous substances. Many of the latest initiatives originate from various European directives and apply to product sold in various European countries. However, due to the ever-expanding global marketplace, most of these standards are being applied to US sold products in addition to product sold in Europe. Some of the most common referred to directives include:

- **REACH:** An acronym for an EU regulation entitled **Registration, Evaluation and Authorization of Chemicals**. REACH aims to ensure a high level of protection for human health and the environment, make the people who place chemicals on the EU market responsible for understanding and managing the risks associated with their use and promote the use of alternative (greener/safer) chemicals. REACH applies to substances manufactured or imported into Europe in quantities of 1 ton per year or more.
- **RoHS:** An acronym for a European directive that stands for the **Restriction of Hazardous Substances** in electrical and electronic equipment. The goal is to control the use of certain hazardous substances in the production of new electrical and electronic equipment and it is a partner directive to the WEEE legislation. The RoHS regulations apply to those businesses defined as producers that manufacture or assemble electrical or electronic equipment in the EU or import electrical or electronic equipment from outside Europe. RoHS restricts the use of mercury, lead, hexavalent chromium, cadmium and a range of flame retardants notably polybrominated biphenyls and polybrominated diphenyl ethers.

## **5.7 Proposition 65 - California**

Kirby Risk markets and sells product all over the country and many of our products must comply with various directives and legislation. One of such legislations is the Safe Drinking Water and Toxic Enforcement Act of 1986 – AKA Proposition 65. Proposition 65 requires California to publish a list of chemicals known to cause cancer, birth defects or other reproductive harm. This list, which must be updated at least once a year, has grown to include approximately 900 chemicals since it was first published in 1987. The list contains a wide range of naturally occurring and synthetic chemicals that include additives or ingredients in pesticides, common household products, food, drugs, dyes, or solvents. Listed chemicals may also be used in manufacturing and construction, or they may be byproducts of chemical processes, such as motor vehicle exhaust. Kirby Risk intends to fully comply with the requirements of Proposition 65, which are the following:

- Businesses are to provide warnings to Californians about significant exposures to chemicals that cause cancer, birth defects or other reproductive harm. These chemicals can be in the products that Californians purchase, in their homes or workplaces, or that are released into the environment. By requiring that this information be provided, Proposition 65 enables Californians to make informed decisions about their exposures to these chemicals.
- Prohibits California businesses from knowingly discharging significant amounts of listed chemicals into sources of drinking water.
- A warning must be given for listed chemicals unless the exposure is low enough to pose no significant risk of cancer or is significantly below levels observed to cause birth defects or other reproductive harm.

## 6.0 Materials Management Requirements

### 6.1 Purchase Order (PO) Acknowledgements

All POs should be acknowledged in writing within 24 hours. If unsure of actual delivery date please acknowledge receipt of PO with note that promise date will follow. The follow up promise date must be sent within 48 hours of receipt of PO. Acknowledgments should include the following:

- Parts or services orders
- Promised delivery date
- Price (if different)
- Quantity

Acknowledgments should be sent to your Kirby Risk representative listed on the PO via fax or email.

### 6.2 Freight

When Kirby Risk is responsible for freight cost the options below will be used:

UPS Ground should be used under the following criteria for domestic shipments:

- If the cubic size of the package is in inches is 5,184 or larger, divide the cubic size by 166 to determine dimensional weight in pounds. If the cubic size in inches is less than 5,184, use the actual weight of the package. (see diagram below)
- Package is no longer than 108 inches.
- Actual or dimensional weight is less than 150 lbs.
- Combined packages shipping same day from same location are less than 250 lbs.

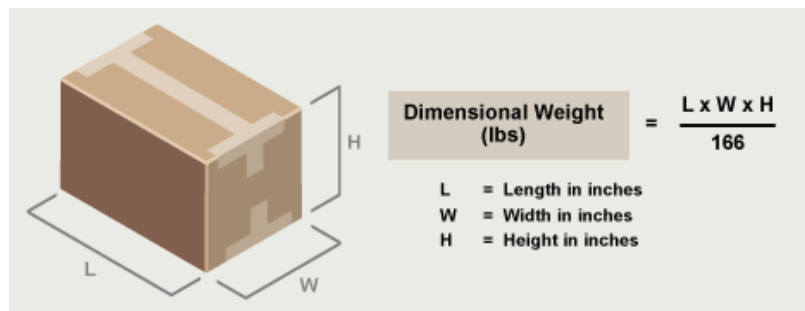
UPS orders direct to KRSC shipped collect to our account:

**X4X825 for Lafayette, IN**

**A5600Y for Griffin, GA**

UPS Orders sent direct to customers on behalf of Kirby Risk shipped Third Party Collect to same accounts as listed above

***UPS Red shipments at Kirby Risk cost are only allowed with written authorization.***



LTL shipments should be used under the following criteria:

- Package is longer than 108 inches
- You have more than 250lbs shipping the same day; this is actual or dimensional weights.
- If a single package is over 150 lbs.
- If package exceeds a total of 165 inches.

LTL shipments should be ship 3<sup>rd</sup> party to the address below using the freight carrier guideline below.

**3rd party bill to:**

**Kirby Risk Service Center FMKS**  
c/o Cat Logistics  
PO Box 17665  
St. Louis, MO 63178

**XPO Region - Primary Carrier for Origin States in majority of Western Region, Canada, Mexico, Hawaii and Puerto Rico**

XPO Logistics Phone: 888-321-3515 Email: [LTL.Caterpillar@xpo.com](mailto:LTL.Caterpillar@xpo.com)

US Origin States –CA, CO, HI, IA, ID, IL, IN, KS, MN, MO, MT, ND, NE, NV, NM, PR, OH, OR, SD, TX, UT, WA, WY

Shipments originating in or destined for Canada or Mexico should be arranged with XPO Logistics

**Estes Region - Primary Carrier for Origin States in Eastern Region**

Estes Express Phone: 877-268-4555 Email: [custsrv@estes-express.com](mailto:custsrv@estes-express.com)

US Origin States –AL, AR, CT, DC, DE, FL, GA, KY, LA, MA, MD, ME, MS, NC, NH, NJ, NY, PA, RI, SC, TN, VA, VT, WV

**Evans Region - Primary Carrier for Shipments Originating in Wisconsin, Michigan, Arizona and Alaska**

Evans Transportation Phone: 800-886-7799 Email: [evansltl@evanstrans.com](mailto:evansltl@evanstrans.com)

US Origin States –MI, WI, & AZ, Origin/Destination -AK

LTL shipment instructions are sent with every Purchase Order and should be followed unless otherwise instructed on the Purchase Order or in writing from your Kirby Risk Service Center representative.

**Canadian & Mexico Shipments**

Dimensions/carriers/criteria same as above for UPS and LTL

**International Shipments**

FedEx International Economy Account **206075171**

Truckload should be used under the following criteria. Please contact Kirby Risk to set up a truckload shipment.

- Shipment will weigh more than 15,000 lbs.
- Shipment will take up more than 20 feet of trailer.

*Note: Kirby Risk will not be responsible for freight charges added to supplier invoices on shipments to Kirby Risk facilities unless specifically agreed upon in advance.*

### **6.3 Packaging & Labeling**

The supplier is expected to meet the shipping, packaging, and label requirements as specified by Kirby Risk. Supplier must deliver goods in a packaging that guarantees protection of goods during transportation and for safe unloading. If something is found to be incorrect or supplier feels they could modify packaging specification to provide more protection of the parts, they will need to contact Kirby Risk for approval prior to making any changes. Parts packaged in a way that does not protect parts during shipment to Kirby Risk will be rejected and sent back on the carrier at the supplier's expense.

All parts must be labeled. The label must include part number and qty. All shipments must include a packing slip with the following information (See Appendix G, Packaging & Labeling):

- Part number
- Quantity
- Purchase order line number
- Purchase order number
- Packing list must include purchase order number barcoded with code 128 on packing slip.  
(If unable to label packing list with code 128 barcode please contact your purchasing agent)
- Packages should be marked as "mixed" when they contain multiple parts

In order to ensure label accuracy, it is expected that the supplier verify (electronically or manually) all labeling to ensure that the label matches the purchase order (or release). Label errors may be treated as a quality complaint necessitating permanent corrective action.

### **6.4 Metal Banding**

Metal Banding is prohibited. Shipments received with metal banding can be rejected and/or returned at the suppliers' expense.

### **6.5 Over/Under Shipments**

Kirby Risk's goal for shipment amounts over or under is zero (0%). If supplier is unable to ship the full quantity they must contact Kirby Risk to ensure the under shipment will meet our customer requirements.

Over-shipments of more than five percent (5 %) of the original order amount must be approved by Kirby Risk prior to shipment. Any quantity above the 5 % will be returned and invoice will be short paid by the amount of the over shipment.

This policy applies to each individual part or component ordered, failure to comply will result in a delivery non conformity and potential corrective action. Wire/cable suppliers and distributors are exempt from this requirement.

### **6.6 On Time Delivery**

Deliveries are considered on time if they are received within five business days prior to the in house date stated on the purchase order. Any deliveries received after the in house date on purchase order will be considered late and recorded as a non-conformity.

**6.7 Lead Time Communication**

Lead times are to be communicated in business days. Suppliers are required to communicate any lead time changes to their Kirby Risk representative. The suppliers lead time modification must be confirmed and updated with each order receipt.

**6.8 Communication of Late Shipments**

A 48 hour notice must be given to Kirby Risk on any orders that will be delivered late. Failure to do so may result in an additional delivery non-conformity other than the initial late shipment.

**6.9 Overseas Shipments**

All Suppliers whose products require ocean transportation are expected to maintain a minimum 30-day inventory buffer in the United States.

**6.10 Invoicing**

Invoices can be sent one of the following ways;

Email:

[Accountspayable@kirbyrisk.com](mailto:Accountspayable@kirbyrisk.com)

Mail:

Kirby Risk Corporation  
PO Box 5089  
Lafayette, IN 47903-5089  
Attn: Accounting Department

Fax

Fax 765-447-3621


Question on invoices please call

Accounts Payable  
Phone 765-446-3051





## 7.2 Appendix B, Supplier Score Card Template

 Strategic Supplier Scorecard Supplier: Date:											
Supplier Name Supplier Location	Delivery	Quality	Cost Savings	Order Acknowledgement (Supplier Manual 6.1)	ISO/TS	Communication	Pricing	VMI	Hazardous Material Compliance	Innovation/Tech Support/Creative Problem Resolution	Overall Supplier Score
	5	5	5	5	5	5	5	5	5	5	100
	98%-100% = 5 97%-95% = 4 94%-90% = 3 89%-85% = 2 84%-80% = 1 79% < = 0	PPM: 500 = 5 PPM 501-550 = 4 PPM 551-600 = 3 PPM 601-650 = 2 PPM 651-700 = 1 PPM > 700 = 0	Supplier provides annual savings, 3% or greater = 5 Supplier provides annual savings, 2% or greater = 4 Supplier provides annual savings, 1% or greater = 3 Supplier provides annual savings, 0.5% or greater = 2 Suppliers submits cost savings ideas = 1 Supplier does not submit cost savings = 0	Supplier acknowledges all orders within 24 hours = 5 Supplier acknowledges all orders within 48 hours = 4 Supplier acknowledges all orders within 72 hours = 3 Supplier take more than 72 hours to acknowledge = 0	ISO TS Certified = 5 ISO Certified, in process of upgrading to TS = 4 ISO Certified = 3 Working towards to ISO = 2 No Cert = 0	Supplier is very responsive to our needs, excellent customer service and support. = 5 Supplier communication good overall = 4 Supplier communication Average = 3 Supplier does not communicate in a timely manner = 0	Globally comp. = 5 Nationally Comp. = 4 Average = 3 Slightly Above Avg. = 2 High cost, not competitive = 0	Title Transfer at Kirby Risk Docks when pulled (Consignment/VMI agreement in place = 5 Working towards VMI/Consignment or other considerations = 4 Title Transfer at Supplier Docks = 0	Suppliers provides all necessary documentation pertaining to but not limited to REACH, RoHS & Conflict Materials = 5 Suppliers provides some documentation but requires additional = 4 Supplier actively working on hazardous material compliance = 3 Supplier non supportive = 0	Best in Class (Offers designs changes to improve performance and/or pricing, offers creative problem resolution) = 5. Good Performance = 4 Average Performance = 3 Capable = 2 Below Average = 1 Build to Print only, poor problem resolution performance = 0	
Category % Weight	20	20	10	5	5	10	10	10	5	5	100
<b>Quarterly Score</b>											
5	Partner Supplier		90-100%								
4	Approved		80-89%								
3	Conditional Approval		70-79%								
2	Requires Close Monitoring		60-69%								
1	No New Business		50-59%								
0	Critical, Exit Supplier		40-49%								
<b>Supplier Rating</b>											
100%											
<b>Comments</b>											



**7.4 Appendix D, Packaging & Labeling**

**7.4 Appendix D, Packaging & Labeling**

**ABC**  
SANTA TERESA 88008-9718  
JSA

**DELIVERY NOTE / PACKING LIST  
/ CERTIFICATE OF CONFORMANCE**



Page: 1/1  
Shipment No.: 4100098216  
Customer no.: 156233  
Mode of transport: 11-Jul-2013  
Document date: United Parcel Service - Ground  
Carrier: Domestic Ground

**Code 128 Bar Code**

Your contact:  
Telephone number:  
Customer service contact:  
Telephone number:  
Email address:

Invoice address:  
Kirby Risk Service Center  
PO Box 5089  
LAFAYETTE IN 47903-5089  
USA

Ship To:  
Kirby Risk Service Center  
3574 McCarty Ln  
LAFAYETTE IN 47905  
USA

Transfer Agent:

Incoterms: EXW ORIGIN

Item no	Our order/item No. Your order/item No.	Our material description Our material number Your material description	Quantity ordered	Quantity shipped	Box no's	Qty per box	Gross weight (LB)	Net weight (LB)
1	3031945762/1 P390086991/1	DTM RECP ASM DTM04-2P-E005 114143 Country of origin China	20 PC	20 PC	2432193506	20	0.454	0.449

**PO Line #** (points to item 1)

**PO Order #** (points to order numbers)

**Kirby Risk Part #** (points to material description)

**RECEIVED** stamp: JUL 7 2013