



## **Bench Dogs Supplier Guide**

### **Introducing Your Company**

- Project Management is responsible for establishing all business relationships with potential suppliers.
- Written communication describing your company, products, services, and market niche is the recommended approach for making your initial sales contact.
- All correspondence should clearly illustrate how your product or service can increase our revenue, reduce our total costs, or bring us new technology.
- Your written communication should be directed to a Project Manager.
- If appropriate, the person receiving your communication will contact you; otherwise, your communication will be kept on file for future reference.
- All meetings with the Project Management staff must be scheduled in advance. Normal appointment hours are 9:00 AM to 4:00 PM.

### PRINCIPLES AND PRACTICES

#### **Ethical Standards:**

It is the policy of Bench Dogs to conduct itself ethically and fairly in relation to its suppliers.

#### **Fairness:**

Bench Dogs extends equal opportunities to all suppliers presenting their products and services to us.

#### **Gifts and Meals:**

Bench Dogs employees may not accept gifts or gratuities from current or prospective suppliers in excess of nominal value. Attempts to offer gifts or gratuities will be considered an attempt to improperly influence the business relationship. A simple meal with a supplier representative is a normal, and time saving, business practice. Moderation must be exercised.

#### **Business Amenities:**

Routine business amenities such as pens, calendars and advertising pads are an acceptable business token.

#### **Samples:**

Samples may sometimes be requested to evaluate a supplier's capabilities. Test results will be provided to the supplier in a reasonable time.



### **Inquiries, Quotations and Awards:**

With few exceptions, purchases are made on a competitive basis. Bench Dogs will seek proposals from selected, qualified suppliers. Further negotiation may be conducted after submission of a proposal, and business will be awarded based on a strategic and total cost basis which includes lead time constraints, not necessarily on the lowest purchase cost.

### **Confidentiality:**

Business relationships between Bench Dogs, its suppliers, and prospective suppliers is considered a private matter between the two parties. Information received from suppliers will be considered confidential by Bench Dogs; in return, Bench Dogs expects information provided to our suppliers to be handled with absolute confidentiality.

### **Use of our Name:**

Use of the Bench Dogs name or any Bench Dogs designs is strictly forbidden in any advertising, brochures, or presentation without the written authorization of an officer of Bench Dogs.

### **Small Business, Minority, and Domestic Suppliers:**

Bench Dogs encourages qualified suppliers in these categories to market their products and services to us. Bench Dogs realizes however that we compete in a market that requires global sourcing practices and we will utilize any appropriate source.

### **Due Date:**

The due date shown on Bench Dogs purchase orders is the date materials are required to be received at our facility. Shipments will be accepted up to 7 days in advance of the due date. Shipments not received by the due date are considered late.

### **Bench Dogs Shipping and Warehouse Requirements:**

Please reference our Supplier Shipping Guide. Copies are available on our website at <http://www.benchdogs.com/terms-guidelines/>