



## **KELLER TECHNOLOGY CORPORATION**

MAILING ADDRESS: P.O. BOX 103, BUFFALO, NEW YORK 14217-0103  
SHIPPING ADDRESS: 2320 MILITARY ROAD, TONAWANDA, NEW YORK 14150  
PLANT AND OFFICE TELEPHONE 716/693-3840

### **KTC – Buffalo New Supplier Application Packet**

1. Please note this is an application to become an Approved Supplier for the Buffalo/NY facility of Keller Technology only. Applications for the Charlotte facility must be completed and filed separately per instructions on the supplier landing page.
2. To apply, first read all FAQ's on the supplier landing page.
3. Complete the forms below with all current, accurate and available information.
  - Commercial suppliers complete only pages 1 & 2
  - Sub, fabrication, plating and all other suppliers must complete all pages.
4. Once completed, attach the application packet, a current W-9 form and any relevant documentation or certifications and email to: [BuffaloSuppliers@kellertechnology.com](mailto:BuffaloSuppliers@kellertechnology.com)
5. **Please note:**
  - Submission of an application does not guarantee approval.
  - We only purchase from Approved Suppliers however, Approved Suppliers are not guaranteed orders on approval. Orders are placed based on business need.
  - Approved Suppliers will be contacted when they are added to the Approved Supplier List.
  - Due to volume of applications, we are unable to contact suppliers who are not approved. Please do not call or email with follow-ups.

DESIGNERS AND MANUFACTURERS OF SPECIAL MACHINE SYSTEMS

PLANT AND OFFICE FAX 716-693-0512 • SALES AND ENGINEERING FAX 716-213-1240



## New Supplier ERP Submission Form

### Contact Information

Supplier Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Remit Address

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### Purchase Point Address

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dun & Bradstreet Number: \_\_\_\_\_

Preferred Payment Terms: \_\_\_\_\_



## Supplier Quality Survey

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### **Contact Information**

Supplier Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Shipping Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **General Information**

Years in Business: \_\_\_\_\_ Facility Square Footage: \_\_\_\_\_  
Office Employees: \_\_\_\_\_ Own or Lease: \_\_\_\_\_  
Factory Employees: \_\_\_\_\_ Available Shifts: \_\_\_\_\_

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### **Supplier Ethics & Labor Conformity**

Keller Technology Corporation mandates that all of its U.S. based approved suppliers conform to all United States government laws & regulations concerning fair hiring, wage, labor, and environmental protection practices including but not limited to the exclusion of any business practices which encourage or involve:

- Use of or trade in conflict minerals
- Illegal waste management practices
- Illegal storage or dumping of hazardous materials
- Child Labor
- Human trafficking
- Indentured servitude
- Forced labor

As a KTC approved supplier, \_\_\_\_\_ certifies its adherence to all applicable U.S. laws and regulations concerning labor and environmental protection.

Supplier Representative: \_\_\_\_\_

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# Supplier Quality Survey

## Administrative Organization

President: \_\_\_\_\_ Quality Manager: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Sales Contact: \_\_\_\_\_ Production Manager: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Business Profile

Operational Manual: \_\_\_\_\_ Quality Manual: \_\_\_\_\_  
 Lean Mfg Training: \_\_\_\_\_

## Certifications

ISO (List Standards): \_\_\_\_\_

ASME Code (List Standards):

Do you have an ITAR compliant export control program?  Yes  No

Are you DDTC ( Directorate of Defence Trade Control) Registered?  Yes  No

Other Certifications:

## Inspection Department

Number of Employees: \_\_\_\_\_ Dept. Square Footage: \_\_\_\_\_

Equipment Calibration Schedule:  Yes  No

Calibration Equipment Labeled:  Yes  No

Inspection Equipment:

Additional Comments:



# Supplier Quality Survey

## Areas Covered By Suppliers Quality Assurance Manual

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Procurement           | <input type="checkbox"/> Final Inspection                                 | <input type="checkbox"/> Measuring & Test Equipment |
| <input type="checkbox"/> Receiving Inspection  | <input type="checkbox"/> Corrective Actions                               | <input type="checkbox"/> Nonconforming Material     |
| <input type="checkbox"/> In-Process Inspection | <input type="checkbox"/> Material Handling, Storage, Packaging & Delivery |   |

Comments:

## Capabilities (check all that apply)

- |                             |   |  |  |
|-----------------------------|---|--|--|
| <b>CNC Milling</b>          | <input type="checkbox"/> Horizontal – Size: _____   | <input type="checkbox"/> Vertical – Size: _____  |  |
| <b>CNC Turning</b>          | <input type="checkbox"/> Small<br>Up to Ø6" x 14"   | <input type="checkbox"/> Medium<br>Up to Ø12" x 30"  | <input type="checkbox"/> Large<br>Larger than Ø12" x 30"                                     |
| <b>Manual Turning</b>       | <input type="checkbox"/> Small<br>Up to Ø6" x 14"   | <input type="checkbox"/> Medium<br>Up to Ø12" x 30"  | <input type="checkbox"/> Large<br>Larger than Ø12" x 30"                                     |
| <b>Wire EDM</b>             | <input type="checkbox"/> Small<br>Up to 12" x 12" x 12"                                   | <input type="checkbox"/> Medium<br>Up to 30" x 30" x 30"                                     | <input type="checkbox"/> Large<br>Larger than 30" x 30" x 30"                                |
| <b>Heavy Presses</b>        | <input type="checkbox"/> Small<br>Up to 25 tons   | <input type="checkbox"/> Medium<br>Up to 50 tons   | <input type="checkbox"/> Large<br>Up to 100 tons (or greater)                                |
| <b>Tolerance Capability</b> | <input type="checkbox"/> Loose<br>Can hold dimensional tolerances accurate to ±.01"/.25mm | <input type="checkbox"/> Medium<br>Can hold dimensional tolerances accurate to ±.005"/.125mm | <input type="checkbox"/> Tight<br>Can hold dimensional tolerances accurate to ±.0005"/.025mm |



# Supplier Quality Survey

## Other Capabilities

- |  |   |
|--|---|
| <input type="checkbox"/> Manual Milling          | <input type="checkbox"/> Tig Welding                  |
| <input type="checkbox"/> CNC Laser               | <input type="checkbox"/> Mig Welding                  |
| <input type="checkbox"/> CNC Punch               | <input type="checkbox"/> Surface Grind                |
| <input type="checkbox"/> CNC Brake               | <input type="checkbox"/> Blanchard Grind              |
| <input type="checkbox"/> Sheet Metal             | <input type="checkbox"/> Plasma Cutting               |
| <input type="checkbox"/> Small Machining         | <input type="checkbox"/> Water Jet                    |
| <input type="checkbox"/> In-House Painting       | <input type="checkbox"/> In-House Plating / Anodizing |
| <input type="checkbox"/> Specialty Manufacturing |   |

Please describe all other specialty capabilities and equipment not outlined above:



# Supplier Quality Survey

**For KTC Site Representative use only:**

<b>Cleanliness:</b>	<input type="text"/>	<b>Existing QC Process:</b>	<input type="text"/>
<b>General Organization:</b>	<input type="text"/>	<b>Equip. Condition:</b>	<input type="text"/>
<b>Raw materials controlled: (i.e. job, customer, etc)</b>	<input type="text"/>		
<b>Additional Notes:</b>	<input type="text"/>		

**For KTC Management Only:**

The supplier appears capable of fulfilling the KTC Subcontract Manufacturing Standards as listed on BUF-FORM-PUR-1090 and / or appears capable of supplying quality parts to KTC. Yes  No

If no, explain

Keller Technology Signature

Supply Chain Manager (or Designee) Date