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

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.
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

**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: __________________________

**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: ____________________________________________
Administrative Organization

President: ___________________________ Quality Manager: ___________________________
Email Address: ___________________________ Email Address: ___________________________
Sales Contact: ___________________________ Production Manager: ___________________________
Email Address: ___________________________ Email Address: ___________________________

Business Profile

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: ___________________________

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BUF-FORM-PUR-1030
Rev. 5, 12/6/2016
Areas Covered By Suppliers Quality Assurance Manual

- Procurement
- Final Inspection
- Measuring & Test Equipment
- Receiving Inspection
- Corrective Actions
- Nonconforming Material
- In-Process Inspection
- Material Handling, Storage, Packaging & Delivery

Comments:

### Capabilities (check all that apply)

#### CNC Milling
- Horizontal – Size: __________________
- Vertical – Size: ________________

#### CNC Turning
- Small
  - Up to Ø6" x 14"
- Medium
  - Up to Ø12" x 30"
- Large
  - Larger than Ø12" x 30"

#### Manual Turning
- Small
  - Up to Ø6" x 14"
- Medium
  - Up to Ø12" x 30"
- Large
  - Larger than Ø12" x 30"

#### Wire EDM
- Small
  - Up to 12" x 12" x 12"
- Medium
  - Up to 30" x 30" x 30"
- Large
  - Larger than 30" x 30" x 30"

#### Heavy Presses
- Small
  - Up to 25 tons
- Medium
  - Up to 50 tons
- Large
  - Up to 100 tons (or greater)

#### Tolerance Capability
- Loose
  - Can hold dimensional tolerances accurate to ±.01”/.25mm
- Medium
  - Can hold dimensional tolerances accurate to ±.005”/.125mm
- Tight
  - Can hold dimensional tolerances accurate to ±.0005”/.025mm
Other Capabilities

- Manual Milling
- CNC Laser
- CNC Punch
- CNC Brake
- Sheet Metal
- Small Machining
- In-House Painting
- Specialty Manufacturing
- Tig Welding
- Mig Welding
- Surface Grind
- Blanchard Grind
- Plasma Cutting
- Water Jet
- In-House Plating / Anodizing

Please describe all other specialty capabilities and equipment not outlined above:
### For KTC Site Representative use only:

<table>
<thead>
<tr>
<th>Cleanliness:</th>
<th>Existing QC Process:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>General Organization:</th>
<th>Equip. Condition:</th>
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<tr>
<th>Raw materials controlled: (i.e. job, customer, etc)</th>
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**Additional Notes:**

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### 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

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Keller Technology Signature

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Supply Chain Manager (or Designee)  Date