

FDO Supplier Questionnaire

General Information Section

Instructions: This questionnaire provides integral information for us to on-board you as an FDO supplier. All questions need to be answered so please do not leave any blank spaces. If the question does not apply, please fill in N/A. This questionnaire is designed to be filled in electronically. It may be necessary to route this questionnaire to various members of your team for accurate completion. Thank you and we look forward to receiving your completed form.

Supplier Information: Please provide general contact information for your organization.

| | | |
|------|--------------------------|-------------------|
| 001 | Company Name | <Enter data here> |
| 002 | Company Street Address 1 | <Enter data here> |
| 003 | Company Street Address 2 | <Enter data here> |
| 004A | City | <Enter data here> |
| 004B | State | <Enter data here> |
| 004C | Zip | <Enter data here> |
| 005 | Time Zone | <Enter data here> |
| 006 | Phone Number | <Enter data here> |
| 007 | Fax | <Enter fax> |

Contacts: Name, Email and Phone including extension

| | | |
|------|--|-------------------|
| 008A | Primary Contact Name (Business Development) | <Enter data here> |
| 008B | Primary Contact Email | <Enter data here> |
| 008C | Primary Contact Phone # | <Enter data here> |
| 009A | Manufacturer's Representative Name (if applicable) | <Enter data here> |
| 009B | Manufacturer's Representative Email | <Enter data here> |
| 009C | Manufacturer's Representative Phone # | <Enter data here> |
| 010A | Operations Name (day to day support) | <Enter data here> |
| 010B | Operations Email | <Enter data here> |
| 010C | Operations Phone # | <Enter data here> |
| 011A | Inventory Processing Name (EDI or other) | <Enter data here> |
| 011B | Inventory Processing Email | <Enter data here> |
| 011C | Inventory Processing Phone # | <Enter data here> |

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| | | |
|------|---|-------------------|
| 012A | Technical Support Name(EDI or Extranet user) | <Enter data here> |
| 012B | Technical Support Email | <Enter data here> |
| 12C | Technical Support Phone # | <Enter data here> |
| 013A | Merchandising Name (product content and images) | <Enter data here> |
| 013B | Merchandising Email | <Enter data here> |
| 013C | Merchandising Phone # | <Enter data here> |
| 014A | Customer Service Name | <Enter data here> |
| 014B | Customer Service Email | <Enter data here> |
| 014C | Customer Service Phone # | <Enter data here> |
| 015A | Finance Name (Accounts Receivable) | <Enter data here> |
| 015B | Finance Email | <Enter data here> |
| 015C | Finance Phone # | <Enter data here> |
| 016A | Finance Name (Credit) | <Enter data here> |
| 016B | Finance Email | <Enter data here> |
| 016C | Finance Phone # | <Enter data here> |
| 017A | Third Party Company Name | <Enter data here> |
| 017B | Third Party Technical Contact Name | <Enter data here> |
| 017C | Third Party Technical Contact Email | <Enter data here> |
| 018A | Other Contact Name | <Enter data here> |
| 018B | Other Contact Email | <Enter data here> |
| 018C | Other Contact Phone # | <Enter data here> |

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Order Management Section

INSTRUCTIONS: Select the appropriate checkboxes in the questions below. Please route this section to your fulfillment/order management personnel.

| | | |
|-----|---|---|
| 020 | Orders are shipped within the following timeframe after receipt of order: Note: This will appear on website to end customers. | <input type="checkbox"/> Within 24 hours <input type="checkbox"/> Within 48 hours <input type="checkbox"/> Within 1 - 2 days <input type="checkbox"/> Within 2 - 3 days <input type="checkbox"/> Within 2 - 5 days |
| 021 | Do you offer same day shipping? Please identify time of day and time zone the orders must be received for same day shipment. | <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) Select Hour: Select Minute Select AM or PM <input type="checkbox"/> EST <input type="checkbox"/> CST <input type="checkbox"/> MST <input type="checkbox"/> PST <input type="checkbox"/> GMT |
| 022 | Do you offer next day shipping? Please identify time of day and time zone the orders must be received for same day shipment. | <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) Select Hour: Select Minute Select AM or PM <input type="checkbox"/> EST <input type="checkbox"/> CST <input type="checkbox"/> MST <input type="checkbox"/> PST <input type="checkbox"/> GMT |
| 023 | Are there any additional shipping & handling fees to process your orders? | <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify: \$ ____ per order OR \$ ____ per item.) <Enter data here> |
| 024 | AAP Supports 7 shipping codes in the 850 TD5 05 Element and the 856 Please check the shipping codes you can support. | <input type="checkbox"/> UPS GROUND <input type="checkbox"/> UPS SECOND DAY AIR <input type="checkbox"/> UPS NEXT DAY AIR <input type="checkbox"/> UPS NEX DAY AIR SAVER <input type="checkbox"/> USPS <input type="checkbox"/> VENDOR CARRIER <input type="checkbox"/> ESTES EXPRESS |
| 025 | Is there any special handling required with specific products in your catalog [liquids, wood, other] | <Enter data here> |
| 026 | Do you ship to Alaska and Hawaii? Please indicate any up-charge | <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) <Enter notes here, if app> Up-Charge: \$0 |
| 028 | List the carriers used for LTL shipments. | <Enter data here> |
| 029 | Is freight included in the cost of goods? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Warehouse Information Section

Warehouse 1

| | | |
|-------------|--|--|
| W101 | Warehouse 1 Street Address 1 | <Enter data here> |
| W102 | Warehouse 1 Street Address 2 | <Enter data here> |
| W103 | Warehouse 1 City | <Enter data here> |
| W104 | Warehouse 1 State | <Enter data here> |
| W105 | Warehouse 1 Zip | <Enter data here> |
| W106 | Warehouse 1 Time Zone | <Enter data here> |
| W107 | Warehouse 1 Phone Number | <Enter data here> |
| W108 | Warehouse 1 Fax | <Enter data here> |
| W109 | Warehouse 1 Days of Operation | <Enter data here> |
| W110 | Warehouse 1 Hours of Operation (Eastern Time) | <Enter data here> |
| W111 | Warehouse 1 Location Code (LC) <i>This is only applicable in certain implementations. If it is N/A in the fields to the right then please skip this question.</i> | LC 01: N/A |
| W112 | Warehouse 1 Manager Name | <Enter data here> |
| W113 | Warehouse 1 Manager Email | <Enter data here> |
| W114 | Warehouse 1 Manager Phone Number | <Enter data here> |
| W115 | Warehouse 1 FDO Order Identification <i>Option A: PO number begins with 8 or 9 Option B: "Drop Ship to Address" in N104 Segment</i> | Please check 1 of these options: Option A: _____ Option B: _____ |

Warehouse Information Section

Warehouse 2

| | | |
|-------------|--|-------------------|
| W201 | Warehouse 2 Street Address 1 | <Enter data here> |
| W202 | Warehouse 2 Street Address 2 | <Enter data here> |
| W203 | Warehouse 2 City | <Enter data here> |
| W204 | Warehouse 2 State | <Enter data here> |
| W205 | Warehouse 2 Zip | <Enter data here> |
| W206 | Warehouse 2 Time Zone | <Enter data here> |
| W207 | Warehouse 2 Phone Number | <Enter data here> |
| W208 | Warehouse 2 Fax | <Enter data here> |
| W209 | Warehouse 2 Days of Operation | <Enter data here> |
| W210 | Warehouse 2 Hours of Operation (Eastern Time) | <Enter data here> |
| W211 | Warehouse 2 Location Code (LC) <i>This is only applicable in certain implementations. If it is N/A in the fields to the right then please skip this question.</i> | LC 02: N/A |
| W212 | Warehouse 2 Manager Name | <Enter data here> |
| W213 | Warehouse 2 Manager Email | <Enter data here> |
| W214 | Warehouse 2 Manager Phone Number | <Enter data here> |

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Warehouse Information Section

Warehouse 3

| | | |
|-------------|--|-------------------|
| W301 | Warehouse 3 Street Address 1 | <Enter data here> |
| W302 | Warehouse 3 Street Address 2 | <Enter data here> |
| W303 | Warehouse 3 City | <Enter data here> |
| W304 | Warehouse 3 State | <Enter data here> |
| W305 | Warehouse 3 Zip | <Enter data here> |
| W306 | Warehouse 3 Time Zone | <Enter data here> |
| W307 | Warehouse 3 Phone Number | <Enter data here> |
| W308 | Warehouse 3 Fax | <Enter data here> |
| W309 | Warehouse 3 Days of Operation | <Enter data here> |
| W310 | Warehouse 3 Hours of Operation (Eastern Time) | <Enter data here> |
| W311 | Warehouse 3 Location Code (LC) <i>This is only applicable in certain implementations. If it is N/A in the fields to the right then please skip this question.</i> | LC 03: N/A |
| W312 | Warehouse 3 Manager Name | <Enter data here> |
| W313 | Warehouse 3 Manager Email | <Enter data here> |
| W314 | Warehouse 3 Manager Phone Number | <Enter data here> |

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Warehouse Information Section

Warehouse 4

| | | |
|-------------|--|-------------------|
| W401 | Warehouse 4 Street Address 1 | <Enter data here> |
| W402 | Warehouse 4 Street Address 2 | <Enter data here> |
| W403 | Warehouse 4 City | <Enter data here> |
| W404 | Warehouse 4 State | <Enter data here> |
| W405 | Warehouse 4 Zip | <Enter data here> |
| W406 | Warehouse 4 Time Zone | <Enter data here> |
| W407 | Warehouse 4 Phone Number | <Enter data here> |
| W408 | Warehouse 4 Fax | <Enter data here> |
| W409 | Warehouse 4 Days of Operation | <Enter data here> |
| W410 | Warehouse 4 Hours of Operation (Eastern Time) | <Enter data here> |
| W411 | Warehouse 4 Location Code (LC) <i>This is only applicable in certain implementations. If it is N/A in the fields to the right then please skip this question.</i> | LC 04: N/A |
| W412 | Warehouse 4 Manager Name | <Enter data here> |
| W413 | Warehouse 4 Manager Email | <Enter data here> |
| W414 | Warehouse 4 Manager Phone Number | <Enter data here> |
| | | |

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Warehouse Information Section

Warehouse 5

| | | |
|-------------|--|-------------------|
| W501 | Warehouse 5 Street Address 1 | <Enter data here> |
| W502 | Warehouse 5 Street Address 2 | <Enter data here> |
| W503 | Warehouse 5 City | <Enter data here> |
| W504 | Warehouse 5 State | <Enter data here> |
| W505 | Warehouse 5 Zip | <Enter data here> |
| W506 | Warehouse 5 Time Zone | <Enter data here> |
| W507 | Warehouse 5 Phone Number | <Enter data here> |
| W508 | Warehouse 5 Fax | <Enter data here> |
| W509 | Warehouse 5 Days of Operation | <Enter data here> |
| W510 | Warehouse 5 Hours of Operation (Eastern Time) | <Enter data here> |
| W511 | Warehouse 5 Location Code (LC) <i>This is only applicable in certain implementations. If it is N/A in the fields to the right then please skip this question.</i> | LC 05: N/A |
| W512 | Warehouse 5 Manager Name | <Enter data here> |
| W513 | Warehouse 5 Manager Email | <Enter data here> |
| W514 | Warehouse 5 Manager Phone Number | <Enter data here> |

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Warehouse Information Section

Warehouse 6

| | | |
|-------------|--|-------------------|
| W601 | Warehouse 6 Street Address 1 | <Enter data here> |
| W602 | Warehouse 6 Street Address 2 | <Enter data here> |
| W603 | Warehouse 6 City | <Enter data here> |
| W604 | Warehouse 6 State | <Enter data here> |
| W605 | Warehouse 6 Zip | <Enter data here> |
| W606 | Warehouse 6 Time Zone | <Enter data here> |
| W607 | Warehouse 6 Phone Number | <Enter data here> |
| W608 | Warehouse 6 Fax | <Enter data here> |
| W609 | Warehouse 6 Days of Operation | <Enter data here> |
| W610 | Warehouse 6 Hours of Operation (Eastern Time) | <Enter data here> |
| W611 | Warehouse 6 Location Code (LC) <i>This is only applicable in certain implementations. If it is N/A in the fields to the right then please skip this question.</i> | LC 06: N/A |
| W612 | Warehouse 6 Manager Name | <Enter data here> |
| W613 | Warehouse 6 Manager Email | <Enter data here> |
| W614 | Warehouse 6 Manager Phone Number | <Enter data here> |