



2) Bank and Tax

*Payee Name (Supplier Name on Bank Account) (Head of SCS approval required if different than Supplier's legal name)											
*Payment Method (ACH Preferred)	Click here to Select Payment Method										
*Bank Name						*Bank Country					
Branch Name											
*Branch Address											
Branch Number (*4 digits for Mexican Bank)											
*Bank Currency	Click here to Select Bank Currency										
ABA/Routing Number (*US)											
Clearing Code (Transit Number) (*Canada)											
BIC(SWIFT) (*International)											
Bank Account Number (*US)											
IBAN(*European Bank)											
CLABE (*Mexican Bank, 18 digits)											
Confirm Bank Receives International Transaction? (*If No, provide intermediary bank information in Appendix A)	<input type="checkbox"/> Yes <input type="checkbox"/> No/Complete Appendix A										
Tax Classification *Required for Mexican Supplier	Tax Rate: Click here to Select Tax Rate Tax Withhold Applied? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Withhold Tax Type and Rate:										
VAT *Mexican Suppliers	Click here to Select VAT										

3) Other

*Disclosure of Supplier Affiliation or Conflict of Interest Does the supplier have any affiliate, employee, or related party in a business relationship with Johnson Electric?	<input type="checkbox"/> Yes: Explain <input type="checkbox"/> No
*Tax Registration Form/Certificate/W9/W8-BEN-E	<input type="checkbox"/> Attached to this SRF
*Quality System Certification	Click here to Select Quality System Cert <input type="checkbox"/> N/A
Supplier Legal Representative	
Most recent CMRT (Conflict Mineral Reporting Template) *only required for Direct Material Suppliers	<input type="checkbox"/> Attached to this SRF <input type="checkbox"/> N/A
*Supplier Bank Instructions	<input type="checkbox"/> Attached to this SRF if available
Non-Disclosure Agreement (*Required when JE confidential information is shared with Supplier)	<input type="checkbox"/> Sign & Return to J/E <input type="checkbox"/> N/A
Diversity Supplier Attach certificate from approved certifying council	<input type="checkbox"/> No <input type="checkbox"/> Yes, Certificate Attached Click here to Select Option

Corporate Ethics Policy

Purpose

Johnson Electric believes that honesty, integrity and fairness are important company assets in business. Employees of Johnson Electric are prohibited from receiving personal advantages offered by suppliers (herein after ‘suppliers’ means existing suppliers and potential suppliers) as acceptance will lead to possible bias or impropriety.

This policy explains the **NON-ACCEPTANCE POLICY** on all personal advantages offered by any of our suppliers. The term "advantages" means any gift, meal, social hospitality, loan, fee, reward, employment, contract, service or favor.

Scope

Johnson Electric benchmarks itself against highly respectable ethical codes in the business world. Integrity in business practice is beneficial to our employees, suppliers, business partners, shareholders and society as a whole. Hence, it is our responsibility to ensure that our colleagues and suppliers follow such guidelines on a global basis.

General Policy Regarding Business Gifts

- i. *Suppliers are required to act honestly, in good faith, and with professionalism.*
- ii. *Suppliers and their representatives are not allowed to offer gifts in any form, including gift certificates, food certificates or rewards certificates to Johnson Electric employees if it could give the appearance, if not the reality, of affecting the employee’s judgement.*
- iii. *Personal advantages, as well as benefits, from suppliers are also forbidden including the use of facilities or favors extended to Johnson Electric employees’ colleagues and/or their families.*
- iv. *Suppliers may only offer discounts or other benefits that are also available to the general public or similarly-situated company employees*
- v. *Gifts of insignificant value such as items with logo of Company’s name or trademarks, and normal and appropriate hospitality, may be offered for the purpose of promoting the company’s image, presenting its products and services and promoting good relations with business partners.*

Suppliers are strictly prohibited from offering cash to Johnson Electric employees, including red-packet money

More on Johnson Electric’s Code of Ethics and Business Conduct can be found [Here](#).

*** Acknowledged and Agreed by :** Signature _____
 (Electronic Signature Preferred)

Print Name _____

Title _____

Date _____



Internal Johnson Electric

4) Supplier Information (to be completed by JE)

* Action Required	Click here to Select Action Note: If supplier contacts change, complete Supplier Change Request Form. If supplier banking change, do not use this form. Follow SOP ACC-031.		
Supplier No in JE ERP (*required for existing supplier)		Site Code in JE ERP (*required for existing supplier in Oracle)	
*Item/Services the supplier will provide			
*Reason new supplier required/existing supplier cannot be used			
*Country of Origin (Where material is made)		Country of Supplier Head Quarters	
*Supplier Type	<input type="checkbox"/> External Supplier <input type="checkbox"/> Intercompany <input type="checkbox"/> JE Employee (one supplier code for all employees under one JE entity)		<input type="checkbox"/> Temporary Supplier Inactive Date:
Supplier Code Purpose	<input type="checkbox"/> Purchase Orders <input type="checkbox"/> Payment Only		
*Supplier Group For Payment Only, select Other	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Logistics <input type="checkbox"/> Employee <input type="checkbox"/> Other:		
*Site	<input type="checkbox"/> JMX (202) <input type="checkbox"/> MXG (504) <input type="checkbox"/> MXT (505) <input type="checkbox"/> MXR (507) <input type="checkbox"/> JMD (293) <input type="checkbox"/> JPL (448) <input type="checkbox"/> Vandalia – Solenoids (Movex) <input type="checkbox"/> USA (202) <input type="checkbox"/> Springfield (Mapics) <input type="checkbox"/> Other (For multiple currency or payment term):		
*Payment Terms Only 5 th and 15 th Prox terms allowed	<input type="checkbox"/> 15 th 4 th Prox (120) <input type="checkbox"/> 5 th 4 th Prox (110) <input type="checkbox"/> 15th 3rd Prox (90) JE standard terms <input type="checkbox"/> 5 th 3 rd Prox (80) <input type="checkbox"/> 15 th 2 nd Prox (60) <input type="checkbox"/> 5 th 2 nd Prox (50) <input type="checkbox"/> 15 th 1 st Prox (30) <input type="checkbox"/> Other: Non Prox terms or terms less than 15 th 2 nd Prox must be approved by Head of SCS		
*Currency (Must match bank acct. currency)	<input type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> MXN		
Ship To *if different than Site			
*Incoterm 2010	<input type="checkbox"/> DAP JE W/H Laredo, TX <input type="checkbox"/> DAP JE W/H Plymouth, MI <input type="checkbox"/> DAP JE W/H Springfield, TN <input type="checkbox"/> DAP JE W/H Vandalia, OH <input type="checkbox"/> DAP JE W/H Zacatecas, MX <input type="checkbox"/> CPT (Named Place – Required) <input type="checkbox"/> FCA (Named Place – Required) <input type="checkbox"/> Other (Named Place – Required)		
Shipment Method	<input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/> Land/Truck		
Supplier Verification of payment and incoterms Note: Payment terms and Incoterms on supplier's quote should match the terms on this form. If not, obtain written commitment from the supplier to the terms.			<input type="checkbox"/> Yes <input type="checkbox"/> No

5) Supporting Documents
(R=Required, Shaded=Not Applicable)

Document Name	Direct	Indirect/ Other	Logistics	Employee	Added Yes/No	Reason if not included
Tax Form or Business Registration Form	R	R	R		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Financial Report (D&B or other) if not provided by supplier have administrator provide	R	R	R		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Non-Disclosure Agreement (Required when JE Confidential info is provided)	R	R	R		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Diversity Certificate (Required for Diversity Supplier)	R	R	R		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Cre to Select Option
Contract (when applicable)	R	R	R		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Quality System Certification or Qualification Certificate	R	R (Required for local regulation e.g. Calibration)			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Click here to Select Option
Supplier Evaluation Matrix (SEM) / Proposal Comparison and Supplier Selection (PCSS)	R	R (Required when single purchase >\$3,500 or annual purchase >\$5,000)			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Most Recent Conflict Mineral Reporting Template	R				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Supplier Assessment Questionnaire	R				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Customer Directed/RASIC	R (Required for Customer Directed Supplier)				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



6) Signatures (Electronic Signatures Preferred. Email approval is acceptable if attached)

1 Sourced/Recommended By
 (JE Employee Name/Job Title or Customer Name): _____ Signature/Date: _____

2 Applicant's Manager
 (Print Name/Job Title): _____ Signature/Date: _____

3 Head of SCS
 (Print Name/Job Title): _____ Signature/Date: _____

1 Required when applicant didn't source the supplier or Email from Customer required when Customer Directed Source **2** Applicant's Manager (Note: Logistic supplier to be signed by Logistic Manager) **3** Head of SCS approval required for non Prox payment terms or terms less than 15th 2nd Prox, or if advance payment is required. Exceptions: Employee Benefits Supplier / Sales Rep Commission / Logistic Supplier / Machine Purchase / Construction Project / Governmental Organization.

7) Verify ERP System is Correct

Treasury/Accounting Only		
Treasury/Accounting Name		Date
Treasury/Accounting Signature		

Warning! If you are reading a printed copy of this form, you may not have up-to-date information. Please, refer to NCSA → Teams&Themes(SCS Americas) → SCS Americas Overall → SCS-Americas Standard Forms (SCS FORM 1)