

# Acorn Design and Manufacturing 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 Acorn Design and Manufacturing to conduct itself ethically and fairly in relation to its suppliers.

### **Fairness:**

Acorn Design and Manufacturing extends equal opportunities to all suppliers presenting their products and services to us.

### **Gifts and Meals:**

Acorn Design and Manufacturing 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. These items however should not be displayed in the office of a purchasing employee; objectivity must be maintained.

### **Samples:**

Samples may sometimes be requested to evaluate a supplier's capabilities. Samples should only be received after a financial evaluation has been conducted; indicating that

approval of the samples will result in the placement of future business. 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. Acorn Design and Manufacturing will seek proposals from selected, qualified suppliers from whom we are willing to do business. Further negotiation may be conducted after submission of a proposal, and business will be awarded based on a strategic and total cost basis, not necessarily on the lowest purchase cost.

**Confidentiality:**

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

**Use of our Name:**

Use of the Acorn Design and Manufacturing name or any Acorn Design and Manufacturing designs is strictly forbidden in any advertising, brochures, or presentation without the written authorization of an officer of Acorn Design and Manufacturing.

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

Acorn Design and Manufacturing encourages qualified suppliers in these categories to market their products and services to us. Acorn Design and Manufacturing 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 Acorn Design and Manufacturing 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.

**Acorn Design and Manufacturing Shipping and Warehouse Requirements:**

Please reference our Supplier Shipping Guide. Copies are available on our website or by calling the Acorn Logistics Department at (717) 964-1111.