

Overview

This User Reference will assist you in completing the Supplier Survey. For best results, please use Internet Explorer to complete the survey.

If you are unable to complete the survey during one session, click on the "Save" button at the bottom of the survey to retain your work. If you require the assistance of others in your organization to complete a portion of this survey, click the " Save" button at the bottom of the survey before forwarding the link.

The survey must be completed in its entirety and must not contain blank boxes or "N/A" responses. Additionally, fields containing an asterisk (*) at the end are required fields and must be completed.

All sections and questions must be completed before the survey can be successfully submitted.

Help:

Should you need assistance while completing the survey, please send your question along with a screenshot (if applicable) to **SCM_Contact@jabil.com**.

Supplier Name

1. **Confirm** that the *Supplier Name* is your company's name. If this information is not accurate, contact the support team at **SCM_Contact@jabil.com**.



Supplier Name: PTLC, INC.	Master Corporate Code: 000001
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This Survey Completed By

2. **Acknowledge** that you have the *authority to answer the survey questions on behalf of your company* and provide **your contact information**. Confirm if you are the main contact for Jabil.

Note: Do not use dashes or parenthesis within the phone number.

Information about You (the person completing this survey)

I have the authority to answer this form on behalf of the company (check the box, if "yes").*

First (Given) Name: * Last (Family) Name: *

Job Title: * Email: *

Phone Number: * Country Code No dashes or parenthesis Extension:

Are you the main contact for Jabil? * Yes No

Business Partner Information

3. **Verify** if your organization's legal name is correct. If **"No"** provide the correct legal name.

Business Partner Information

Jabil has a partnership with Dun & Bradstreet (D&B) to maintain partner data. The Dun & Bradstreet Data Universal Numbering System (DUNS) is a unique nine - digit identifier for businesses and is information on global businesses. DUNS registration is done at the site (location) level.

Jabil has the following information on record:

Legal Name: Is this correct? Yes No Please provide the correct legal name:

Indicate if your organization is registered with Dun & Bradstreet (has a DUNS number).

If **"Yes,"** provide your organization's DUNS Registration Number, the Tax or Registration ID number and country.

Is this site (location) registered with Dun & Bradstreet? * Yes No

DUNS Registration Number: *

Site (location) Tax ID # or Company Registration ID # and Type (up to 4 registrations):

Tax or Registration ID #: * Country: *



Ownership Information

4. Jabil requires that you provide information about your entity's ownership and control.

Use the dropdown menu to select the ownership type that best describes your organization.

The screenshot shows a form titled "Ownership Information" with the instruction: "Jabil requires that you provide information about your entity's ownership and control." A dropdown menu for "Ownership Type: *" is open, displaying the following options: "- Select One -", "Individual", "Corporation", "Limited Liability Company", "Partnership", "Government or International organization", "Tax exempt' organization", and "Other". The "Individual" option is currently selected. Other form elements visible include radio buttons for "Yes" and "No" and a definition of "Publicly traded" as a corporation that has sold shares on a public stock exchange through an initial public offering to the general public.

Publicly traded is defined as a corporation that has sold shares on a public stock exchange through an initial offering to the general public.

Indicate if your organization is publicly traded.

This screenshot shows the "Ownership Information" form with the "Ownership Type" dropdown menu set to "- Select One -". The question "Is your organization publicly traded (a public company)?*" is highlighted in yellow. Below it, the definition of "Publicly traded" is provided: "Publicly traded is defined as a corporation that has sold shares on a public stock exchange through an initial public offering to the general public." Radio buttons for "Yes" and "No" are also visible.

This section provides an example that can help understand how an organization can be identified on a denied party list based on ownership structures.

For the purposes of the following two questions, owned means the entity is owned by 50 percent or more in the aggregate by one or more Blocked Persons.

For example, if Blocked Person X owns 25 percent of the entity, and Blocked Person Y owns another 25 percent of the entity, entity A is considered blocked. This is because Entity A owns 50 percent or more in the aggregate by one or more Blocked Persons. To calculate aggregate ownership, the ownership interests of Blocked Persons under different U.S. Treasury Department's Office of Foreign Assets Control (OFAC) sanctions programs are aggregated.

Based on the description of what owned means, **answer "Yes" or "No"** to the following related questions. If **"Yes,"** respond to the additional prompted questions.

Note: There is an option to add more names if needed.

The screenshot shows two questions about blocked persons. The first question asks: "Is Supplier owned by an individual or entity listed on the U.S. Treasury Department's Office of Foreign Assets Control's Specially Designated Nationals and Blocked Persons List (SDN List) ('Blocked Person')?" Below this question are input fields for "First name:" and "Last name:", and a radio button for "Yes". A blue box highlights an "Add another" button. The second question is identical but includes a radio button for "No" and another "Add another" button.



Select "Yes" if the following questions apply to your organization. Provide additional information if prompted.

Note: Use your cursor to hover over the text to view the definitions.

Is this company owned or managed by: A government official, agency or state owned entity: ★ Yes No

To view the definition of a government owned or managed [hover over to reveal text]

What is the name of the government related individual or entity: ★ A close family member of a government official: ★ Yes No

To view the definition of a government official [hover over to reveal text]

A government official is broadly defined to include an officer or employee of: • A government or any department, agency, or instrumentality of that government; • A political party; • A party candidate for political office; • A public or quasi-governmental international organization (e.g., United Nations, World Trade Organization); or • A person acting on behalf of one of the above persons (e.g., a close advisor, family member or business associate, a consultant retained by a government agency).

Please provide a disclosure point of contact for Jabil to direct any questions to:

First (Given) Name: ★ Last (Family) Name ★

Job Title: ★ Email ★

Phone Number: ★ Country Code No dashes or parenthesis Extension:

Company Information

5. Provide your organization's Headquarter Address and telephone number.

Note: Do not use dashes or parenthesis within the phone number.

Company Information

Head Quarters address:

Address Line 1: ★

Address Line 2:

Town/City: ★ Country Code

Telephone Number: ★ No dashes or parenthesis

State/Province: ★

Postal Code: ★

Country: ★

Fax Number:

Note: Depending on the information we have on file for your company, you might be prompted to provide additional address information, including the "Order From" and "Remit To" address. If these fields populate, follow step 6. If not, proceed to step 7.

Check the box if the "Order From" address is the same as the Headquarter address. If it is different, provide the Order From address.

Check the box if the Remit To address is the same as the Order From" address. If it is different, provide the "Remit To" address.

Check if Order from address is same as HQ

Company Location (Site), Order From Address:

Address Line 1:

Address Line 2:

Town/City: Country Code

Telephone Number:

State/Province:

Postal Code:

Country:

Fax Number:

Check if Remit to address is same as Order from address

Company Location, Remit to Address (if different than order from address)

Address Line 1:

Address Line 2:

Town/City: Country Code

Telephone Number:

State/Province:

Postal Code:

Country:

Fax Number:



Company Products &/or Services

6. Check the box next to the *Services* and/or *Products* types your organization provides to view more options. Please limit your selections to 3. If your company's products or services are not listed, click the "Other" box and indicate the type of products or services in the box provided. Use your cursor to hover over the Operation Services area, as depicted below, to see a detailed description.

Company Products &/or Services

Please select the type of service and/or product that your company provides from the options below (limit to 3 categories).*

Operations Services*

- Other
- Information Technology / Software
- Human Labor / Manufacturing Labor
- Safety / Security Services
- Office Supplies
- Cleaning Services
- Waste / Refuse Management
- e-scrap / e-waste / Recycling
- Engineering Services
- Other
- Food / Canteen Services
- Landscaping / Ground Maintenance
- Bus / Taxi Transportation Services
- Freight Carrier / Logistics

Manufacturing Process Supplies & Materials*

- Other
- Component Manufacturer
- Manufacturing Sub-Contractor
- Franchised Distributor
- Independent Distributor / Broker / Trading Company
- Lubricants / Oil / Cutting Fluid
- Tools / Tooling
- Solder / Flux / Adhesives
- Brackets / Fixtures / Jig
- Packaging
- Cutter / Cutting Tool
- Other

Company Contact Information

7. If you are not the best contact for the functional areas listed, provide the best contact (highest-level person responsible for the related category) for any follow-up questionnaires your company may receive from Jabil. Hover over the contact type for the definition.

Note: Do not use dashes or parenthesis within the phone number.

Company Contact Information

Because the services you provide are of critical importance to Jabil, we may ask you to respond to additional questionnaires. The list below provides recommended contact types. Use your cursor to hover over the contact type name for more information. If you are not the best contact for follow up questionnaires, please provide the best contact for the roles below. The contact should be the highest - level person responsible for related category.

Functional representative:	Email:*	First Name:*	Last Name:*	Job Title:	Phone Country Code:	Phone Number:*	Phone extension
Locations/Facilities					Country Code	No dashes or parenthesis	No dashes or parenthesis
Account Management/Sales					Country Code	No dashes or parenthesis	No dashes or parenthesis
AR / Billing					Country Code	No dashes or parenthesis	No dashes or parenthesis
Quality Or Customer Service					Country Code	No dashes or parenthesis	No dashes or parenthesis
Materials Compliance					Country Code	No dashes or parenthesis	No dashes or parenthesis
Logistics/Trade Compliance					Country Code	No dashes or parenthesis	No dashes or parenthesis
Social/Environmental Compliance					Country Code	No dashes or parenthesis	No dashes or parenthesis

Company Financial Information

8. Indicate if your company's financial statements can be provided and if the statements have been audited within the last 12 months.

Company Financial Information

If requested, could your company financial statements be provided?*

Has your financial statements been audited within last 12 months?*

Yes
 No - Private Company
 No - Not willing to disclose
 No - Not available



Company Compliance

Jabil Supplier Code of Conduct

- Jabil is committed to ethical business conduct and the highest standards in social and environmental responsibility.

Jabil expects its suppliers to operate in accordance with Jabil's Supplier Code of Conduct and the RBA Code of Conduct, which include provisions covering responsible management in labor, health & safety, environment, and ethics.

Note: Please review the Jabil Supplier Code of Conduct and the RBA Code of Conduct.

Is your organization committed to meet these expectations?

Select **"Yes"** if your company can meet these expectations. If **No**, provide an explanation in the space provided.

Jabil Supplier Code of Conduct
 Jabil is committed to ethical business conduct and the highest standards in social and environmental responsibility. Jabil expects its suppliers to share this commitment by complying with and training its employees on the principles and values in the Jabil Supplier Code of Conduct ("Code"), available on the Jabil website here:
[Click here to view the Supplier Code of Conduct](#)

Jabil has adopted the Responsible Business Alliance (RBA) Code of Conduct as our Supplier Code of Conduct. The RBA Code of Conduct is located on the RBA website (mentioned below) and is available in multiple languages.
[Click here to learn more on RBA](#)

Jabil expects its suppliers to operate in accordance with Jabil's Supplier Code and the RBA Code of Conduct, which include provisions covering responsible management in labor, health & safety, environment, and ethics. **Is your organization committed to meet this expectation? *** Yes No

Provide an explanation for why your company cannot meet this expectation:

Please provide a point of contact for Jabil to direct any questions to:

First Name: *	<input type="text"/>	Last Name: *	<input type="text"/>
Job Title: *	<input type="text"/>	Email: *	<input type="text"/>
Phone Number: *	Country Code <input type="text"/> ▼	No dashes or parenthesis	Ext: <input type="text"/>

Select **"Yes"** if the following questions apply to your organization. Provide additional information, if prompted.

Do you, any of your family members, or anyone listed in the contacts above, have any close personal relationships with or are related to anyone who is an employee of Jabil or any of its divisions? If "Yes", please provide the Jabil employee's name, department, and Job title: * Yes No

Have any of the main contacts listed above, and/or the owner or officers, ever been employed by Jabil or any of its affiliates? * Yes No

Employee Name * Start date of employment: End date of employment: Job Title: Location/Region/Division:

Does your company have a Business Continuity and / or disaster recovery plan? * Yes No



Company IT and Cyber Security Details

10. Interacting with a Jabil information system, resource, or service either physically or remotely, with the intention of using its data and/or information.

Answer the IT and Cyber Security questions regarding connecting to the Jabil Network. **If "Yes"**, provide the additional information that is prompted.

Note: Use your cursor to hover over the text to view definition of Jabil Information systems.

Company IT & Cyber Security Details

Will your Organization, now or in future, connect to Jabil network or Jabil systems?★ Yes No

Note: Interacting with a Jabil information system, resource or service either physically or remotely, with the intention of using its data and/or information.

To view the definition of Jabil Information systems [Hover over to reveal text]

How does/will your organization establish a connection with the Jabil network?★ An Organized collection of hardware, software, supplies, policies, procedures and people that stores processes and provides access to information.

Jabil provided Virtual Private Network (VPN)

Jabil provided Commercial/Open Source technology i.e. TeamViewer, LogMeIn or VNC

Jabil provided application logon using a username and password or single sign on

Other Connection Type (please describe below)

Will your organization, now or in future, collect, process, transmit, or maintain data from Jabil as part of your business activities (i.e. manufacturing processes, intellectual property, customer information, etc.)?★ Yes No

Is your organization certified against or compliant with an industry recognized standard for information security? (Y/N)★ Yes No

To view examples of certifications [hover over to reveal text]:

Is there anyone at your site (location) who is responsible for information security policies, processes and / or an overall security strategy?★ Yes No

Your organization may be required to complete an additional survey for IT cyber security. Please provide the contact that should respond to this survey:

First (Given) Name:★ Last (Family) Name:★

Survey Submission

11. **Submit the survey**

Once complete, please submit.

Your responses to this profile survey will not be shared outside of Jabil; the information provided is for internal purposes only.

*Note: After submitting the survey, you may see a  symbol next to a question. **This symbol denotes that a question has not been answered.** Please provide the necessary information and submit it again.*

Once the survey is successfully completed, you will receive this message.

Thank you for completing the survey. As a valued partner of Jabil you may be receiving additional requests for information.

