

New Vendor / Supplier / Service Provider – Profile Form

All new vendors, suppliers, and service providers (“Suppliers”) must be qualified prior to making any purchases. Please complete the following form and email it to purchasingdept@thompsontractor.com. Once qualified, you will receive notification from the purchasing department. Do not accept any orders or perform any services prior to receiving an affirmative qualification notification from the purchasing department.

Please note that the following policies apply to our suppliers:

- All purchases must reference a valid Thompson Tractor Co., Inc. purchase order (PO) number or Purchase Agreement number. A valid PO must follow the format PONNNNNN. A valid Purchase Agreement must follow the format PAGRNNNNN. NNNNNN=system generated number. All shipments must reference a valid PO or Purchase Agreement number on the shipping label and packing slip.
- All invoices must reference the applicable PO or Purchase Agreement Number.
- Purchase Order Terms and Conditions are posted on our website www.thompsontractor.com
- All shipments shall be FOB-Destination. When shipping costs are necessary we require using our UPS Account, where applicable.
- Invoices should be submitted to apinvoices@thompsontractor.com.

Invoices must include the following mandatory information:

1. Purchase Order number or Purchase Agreement number when referring to a blanket order.
2. Invoice Number
3. Quantity, Description, and Price by line item
4. Labor, Material Costs, and Freight Charges as applicable, Separated
5. Remit to Address
6. Taxes (if applicable)
7. Shipping Address

FAILURE TO FOLLOW TO THE ABOVE REQUIREMENTS MAY RESULT IN DELAYED OR DENIED PAYMENT FOR PRODUCTS OR SERVICES.

****SUBMIT A COPY OF YOUR W-9 WITH YOUR COMPLETED PAPERWORK****

[Complete all applicable sections on the following pages (it is ok if more than one is applicable).

Once completed, your certification and signature on the last page is required.]

<u>Section 1 – Organization Profile</u> All Suppliers, Vendors, Service Providers <u>must</u> complete this Section (if a question is not applicable to your business, please list N/A)	
Legal Name of Entity	
DBA (if applicable)	
Physical Street Address	
Mailing Address (if different)	
Website	
Primary Contact Name / Title	
Primary Contact Email	
Primary Contact Phone	
Accts. Rec. Contact Person	
Accts. Rec. Email	
Accts. Rec. Phone	
NAICS Code	
DUNS Number	
If CMMC compliant, please provide you organization's Cage Code	
Description of Services / Work / Products to be provided	
Number of years in business	
Number of years doing the type of work you will be providing	
Do you ever subcontract your work?	
Payment Terms (Select One)	☐ Net 30 ☐ Net 45 ☐ Net 60
Business Classifications	Select all that apply and provide applicable certifications: ☐ Small Business Concern ☐ SBA Certified Small Disadvantaged Business Concern ☐ Self Certified Small Disadvantaged Business Concern ☐ Women Business Enterprise (WBE) ☐ SBA Certified Hubzone Small Business Concern ☐ Veteran Owned Small Business ☐ Service Disabled Veteran Owned Small Business ☐ Economically Disadvantaged Women Owned Small Business ☐ Minority Business Enterprise (i.e. African American, Hispanic American, Native American) Specify: _____ ☐ Foreign Business Concern ☐ Large Business Concern ☐ Government Agency

Section 2 – Repair / On-Site Work / On-Site Delivery / Labor Provider

**Complete this Section if you provide on-site work, repair work, on-site delivery, or labor services.
If not applicable, leave blank and proceed to the next section.**

Entity Environmental, Health, and Safety Info	Prior Calendar Year	2nd Prior Calendar Year	3rd Prior Calendar Year
Avg. Number of Employees			
Fatalities			
Total Serious Injuries (Hospitalization / Amputation / Severe burns / Loss of Sight)			
Total Recordable Cases			
Total Recordable Incident Rate (TRIR)			
# of Citations / Violations from a government agency			
# of Environmental spills or releases			
Comments			
Will you be using / bringing on site any environmentally regulated materials? If so, please describe.			
On Site Work	Prior to performing any work at a Thompson Tractor location or designated site, we must receive your signed copy of the Release, Waiver, and Acknowledgement attached as Exhibit A. Please submit the signed copy to purchasingdept@thompsontractor.com		
Insurance COIs must be provided!	Prior to providing any services, we must receive a Certificate of Insurance (COI) evidencing that you maintain the minimum insurance coverages listed in Section 5 below. The COI may be emailed to purchasingdept@thompsontractor.com		

Section 3 – Information Technology / Software / Hardware

Complete this Section if you will provide services or parts involving information technology, software or hardware.

If not applicable, leave blank and proceed to the next section.

Will any of your work connect to or access any IT systems or resources (this includes internet access)? If yes, what systems, networks, or resources will you need access to?	
Will you require or maintain any access to the above on an ongoing basis after the project completes	
Do you have a SOC2? If yes, provide a copy (if possible)	
Name and contact info for the person that can answer IT security questions at your organization	
Insurance COIs must be provided!	Prior to providing any services, we must receive a Certificate of Insurance (COI) evidencing that you maintain the minimum insurance coverages listed in Section 5 below. The COI may be emailed to purchasingdept@thompsontractor.com

Section 4 – Transportation Service Providers
Complete this Section if you will provide transportation services.
If not applicable, leave blank and proceed to the next section.

**** You will also be required to sign our standard Shipper / Carrier Agreement prior to providing services**

Do you have Operating Authority as a licensed motor carrier (Y / N)?	
If Yes, what is your MC Number?	
If Yes, what is your USDOT Number?	
# of years in business as a motor carrier	
What is your FMCSA Safety Rating (Satisfactory / Conditional / Unsatisfactory / Unrated)	
Are any of your BASIC scores over threshold? If so, which (Unsafe Driving; Hours of Service; Vehicle Maintenance; Crash; Controlled Substances; Driver Fitness)?	
Have you ever had a conditional or unsatisfactory safety rating or had your operating authority suspended?	
Do you have any open FMCSA investigations or active enforcement actions?	
Number of DOT reportable accidents in last 24 months?	
Number of accidents involving fatality or serious injury in the last 24 months?	
Minimum years CDL experience required for drivers?	
Number of power units in your fleet?	
Company drivers or owner operators?	
States in which you operate?	
Is 24/7 support available? Provide contact name / info to obtain pickup or delivery status.	
Insurance COIs <u>must</u> be provided!	Prior to providing any services, we must receive a Certificate of Insurance (COI) evidencing that you maintain the minimum insurance coverages listed in Section 5 below. The COI may be emailed to purchasingdept@thompsontractor.com

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Section 5 – INSURANCE REQUIREMENTS

If you completed Section 2, 3, or 4 above, we must receive a Certificate of Insurance (COI) evidencing that you maintain the minimum applicable insurance coverages listed below.

The COI may be emailed to purchasingdept@thompsontractor.com

All vendors completing Section 2, 3, or 4 above must provide a COI showing these coverages COIs <u>must</u> be provided!	<u>Commercial General Liability (Occurrence Form):</u> \$1,000,000 Per Occurrence \$2,000,000 in the Aggregate Must cover claims for bodily injury, property damage, personal and advertising injury arising from all of vendor's operations, including coverage for products and completed operations. These coverages are to be provided by the current ISO Commercial General Liability Insurance policy (Occurrence Form, number CG 00 01) or equivalent. <u>Workers' Compensation and Employer's Liability:</u> Workers' Compensation State Statutory Limits Employer's Liability Bodily Injury by Accident \$1,000,000 each accident Bodily Injury by Disease \$1,000,000 policy limit Bodily Injury by Disease \$1,000,000 each employee <u>Auto Liability:</u> If you will be driving a vehicle in connection with the services, the following is required: \$1,000,000 Combined Single Limit, Per Accident Insuring bodily injury and property damage arising from all owned, non-owned, and hired vehicles, if any. (Transportation Providers subject to separate limits further below) <u>Umbrella Liability:</u> \$1,000,000 Per Occurrence and in the Aggregate Each of the above coverages must be placed with an insurance company with an A.M. Best rating of A-VII or better. **Each COI (other than Workers' Compensation) must list Thompson Tractor Co., Inc. as an Additional Insured and include a waiver of subrogation.
IT / Software / Hardware providers only: In addition to the insurance requirements in the first row, the following COIs <u>must</u> be provided	<u>Professional Liability (aka Errors & Omissions):</u> \$1,000,000 Per Claim \$2,000,000 in the Aggregate <u>Cyber:</u> \$1,000,000 Per Claim \$1,000,000 in the Aggregate <u>Crime:</u> \$1,000,000 Per Occurrence Each of the above coverages must be placed with an insurance company with an A.M. Best rating of A-VII or better and include a waiver of subrogation.
Transportation Providers (Motor Carriers) only: In addition to the insurance requirements in the first row, the following COIs <u>must</u> be provided	<u>Automobile Liability:</u> \$3,000,000 Combined Single Limit, Per Accident. This can be achieved through primary and umbrella policy if needed, provided that umbrella is at least as broad as underlying Auto policy. <u>Cargo Insurance:</u> 1.5x the replacement value of the highest value cargo to be hauled. Each of the above coverages must be placed with an insurance company with an A.M. Best rating of A-VII or better. Thompson Tractor Co., Inc. must be listed as an Additional Insured on the Auto Policy and as a Loss Payee on the Cargo Policy, and each must include a waiver of subrogation.

The undersigned hereby certifies, represents, and warrants, that the above information is true, accurate, and complete in all material respects as of the date listed below, and that the undersigned is duly authorized on behalf of the below listed entity to complete, certify and submit this New Vendor / Supplier / Service Provider – Profile Form.

Entity Name: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

ACH PAYMENT REQUEST FORM:

Please allow Thompson to pay you by electronic funds transfer (EFT) direct deposit to your bank account using ACH rules. All your company has to do is to fill out the banking information below. This information is found on your check. Data must match exactly, including leading zeroes, if any. Thompson will email or fax you the remittance information the day of payment. Funds will hit your bank the following business day.

Your Financial Institution Information *Important!!! Please attach a voided check with the bank routing and account information or carefully enter the routing and bank account information below.*

Routing Transit/ABA #: _____ Account#: _____

Account Type (Checking, Savings or Depository) : _____

Account Name: _____

Bank Name & Address: _____

Bank Telephone Number: _____

City: _____ State: _____ Zip Code: _____

The undersigned Vendor hereby authorizes Thompson Tractor Co., Inc. to deposit funds into the above account at the bank named above.

VENDOR NAME: _____

Authorized Signature: _____

Title: _____ Date: _____

E-mail Address: _____
(To be used to notify you of remittance information if using the electronic payment option)