

Mission Statement

Creating Better Ways ... to offer Better Value ... for Better Living.

General

About Sauder

<https://www.sauder.com/About/Home.aspx>

Beliefs

We believe our talents and resources are given by God to be used for our own needs and to serve others. We are stewards of our resources and share the responsibility of managing them for the benefit of our stakeholders.

Certificate of Insurance

For companies that provide a service to SWC on site we require a current Certificate of Insurance and proof of Workman's Compensation be on file prior to the service being performed.

Culture

- Embrace growth and learning and continuous improvement
- Encourage and support persons nearest the issues to become responsible decision-makers
- Achieve synergy in our teams, processes, systems, and relationships
- Give and gain respect in our relationships with each other, our customers, suppliers, and community
- Set and accomplish goals
- Share rewards of success collectively and in relation to individual contributions

Environmental Sustainability

We will be good stewards of our resources and share the responsibility of managing them in ways that sustain our world.

<https://www.sauder.com/About/Sustainability.aspx>

Exclusivity Policy

The information contained on SWC supplied drawings and/or specifications are considered proprietary to SWC and disclosure is prohibited without written approval. All materials and patterns developed for SWC may not be shared without prior approval.

Indemnification

Seller shall protect, defend, hold harmless and indemnify Buyer its subsidiaries, affiliates, authorized dealers and distributors and their officers, directors, employees, agents, successors, assigns, and customers, from and against any and all claims, suits, allegations, judgments, actions, liabilities, losses, damages, costs and expenses, including, but not limited to, attorneys' fees and expenses (the "Loss") arising out of, resulting from, related to or associated with seller's negligence, strict liability or other claim involving the design, manufacture, material and/or workmanship of the Goods or the warnings or lack thereof.

Individual Ethics

SWC employees may not receive any gifts, favors or gratuities of any manner that could influence their decision making. Common sense and sound judgment must be used by all SWC employees and supplier representatives while maintaining or establishing business relationships. Under no circumstances may a SWC employee receive any gift in the form of cash, stocks, bonds, options or other similar types of items.

Supplier Ethics

SWC encourages suppliers to provide individuals and communities with access to effective grievance mechanisms, e.g. help lines, whistle blowing mechanisms, etc... to facilitate ethical trade practices.

Non-compliance to Guidelines

SWC reserves the right to terminate its business relationship with any supplier who is unwilling or unable to comply with any portion of these Supplier Requirements.

Non-disclosure Policy

SWC is committed to holding our suppliers and customers personal and proprietary information in high confidence. We expect our suppliers to follow this same practice. Please ask your SWC contact for clarification if you have a question about confidentiality.

[Form - Mutual](#)

Safety

At Sauder Woodworking Co. we value all individuals and are committed to working together for the safety and well-being of all. We believe that all accidents are preventable. Please ask your Sauder host for a Visitor Safety Guide if one is not provided.

[Visitor Safety Guide](#)

Values

- Respect: Valuing and respecting the dignity and worth of all people.
- Integrity: Practicing honesty, fairness, and openness in all that we do.
- Stewardship: Utilizing resources in ways that minimize waste and benefit all.
- Servant hood: Devoted to the needs of the organization and its stakeholders.

Order processing

Acknowledgements

Acknowledgements are required on all purchase orders to confirm:

- Receipt of order
- Delivery date accuracy
- Pricing accuracy

This may be in the form of:

- Supplier acknowledgement/confirmation form
- Return copy of the PO with any changes noted
- E-mail message noting confirmation and/or acceptance of the order
- Open order report from the supplier
- Suppliers using our web-based Supplier Network Collaboration (SNC) must acknowledge orders created by SWC within SNC.

Advanced Shipping Notices – Supplier Network Collaboration (SNC)

Sauder Woodworking Co is an SAP enterprise and utilizes **Supplier Network Collaboration (SNC)** for online order collaboration of specific commodities. Users of SNC are required to submit an Advanced Shipping Notice prior to delivery for orders created in SNC.

Further requirements for batch managed materials are detailed in the following documents:

[Raw board / melamine](#)

[Decorative \(lamination\) paper](#)

Notice of Discontinued Products

We require notification by supplier of the discontinuance of products we purchase from them. Notification should be provided to SWC Purchasing department in reasonable time for us to make any needed changes.

Online Supplier Tools (SupplierLink)

Sauder Woodworking Co. provides online access to critical supplier information. The most recent version of material specifications, engineered drawings, quality notifications and forecast are available via web-based applications and it's the responsibility of the supplier to access this information prior to production to validate version. Contact your SWC Technical Buyer with any questions or to request access.

Packing Slips

Packing slips shall include the following information:

- Purchase Order number
- SWC part number for production parts
- Manufacturer part number
- Total quantity of each part per purchase order number
- Quantity per box
- Compliance verification, if applicable (i.e., TSCA, CPSIA, FSC, etc.)

Pre-Production Samples

Suppliers are required to provide pre-production samples of all new parts for final dimensional and color approval. These parts must be produced from the production tooling in a production environment (prototype samples are not acceptable).

Pricing Policy

SWC requires all price change proposals be submitted in writing to the SWC Technical Buyer for review. Detailed supporting documentation must be submitted with the requested change.

Product Packaging Guidelines

It is the responsibility of the SWC supplier to package and deliver the materials/components to SWC in a safe and secure manner. Packaging specifications are assigned to some materials and are available through your SupplierLink account.

[Packaging Policy](#)

Request for Quote Policy

Suppliers are required to submit quotes by completing the SWC Request for Quote (RFQ) form within 3 days of request.

[Request for Quote](#)

[Certificate of Origin Requirement](#)

[Certificate of Origin blank form](#)

Shipping / Delivery Appointments

There are several delivery locations within SWC. The delivery location and the hours of operation are stated in the "Ship to" box on the purchase order. Suppliers are to inform carriers of the location where product is to be delivered and the operating hours of the location.

[Ship To Address Examples](#)

[FSC Certified product delivery requirements](#)

International Shipping

All International suppliers must be certified and comply with ISPM 15.

ISPM 15



International Standards For Phytosanitary Measures No. 15 (ISPM 15) is an International Phytosanitary Measure developed by the International Plant Protection Convention (IPPC) that directly addresses the need to treat wood materials of a thickness greater than 6mm, used to ship products between countries. Its main purpose is to prevent the international transport and spread of disease and insects that could negatively affect plants or ecosystems. ISPM 15 affects all wood packaging material (pallets, crates, dunnage, etc.) requiring that they be debarked and then heat treated or fumigated with methyl bromide and stamped or branded, with a mark of compliance. This mark of compliance is colloquially known as the "wheat stamp". Products exempt from the ISPM 15 are made from an alternative material, like paper, plastic or wood panel products (i.e. OSB, hardboard, and plywood).

Quality

Communication of Change Authorization

Suppliers shall notify SWC of any relocation of manufacturing facility or significant process or material change with SWC reserving the right to require a recertification thru the FPA and/or requalification process.

Disclosure of Quality Data

SWC Suppliers shall comply with any SWC request for quality data that assures compliance to standards / specifications within 72 hrs. of the request. All information received regarding raw materials and process parameters will be deemed proprietary and confidential.

Facility Audit

SWC will take measures, such as announced and unannounced inspections of production facilities, to validate product and manufacturing processes, quality systems, product capabilities, process controls and documentation. It is the expectation that SWC suppliers will allow representatives of SWC and, if requested, SWC customers, full access to the production facilities, worker records and workers for confidential interviews.

First Piece Approval

A First Piece Approval (FPA) is required for any new part, process change or engineering change affecting purchased materials with recertification upon request.

[FPA details](#)

Non-conforming policy

SWC expects that all purchased material meets SWC specifications as well as any and all federal and state regulations. We define non-conforming material as material that is damaged, defective, or not meeting the specifications stated on the purchase order agreement. Examples of this would be wrong part, wrong quantity, or material not made to stated specification. All suppliers will be notified of any non-conforming material that is received along with a request for corrective action and a disposition plan.

[Supplier Corrective Action](#)
[Disposition of Non-conforming Material](#)

Outsourcing Policy

Suppliers must not use subcontractors in the manufacture of SWC material or components without prior approval. Suppliers are responsible for compliance to any/all standards and requirements from the subcontractor and must ensure they comply with the requirements stated in this document.

Regulatory

Laws and Regulations

SWC Suppliers and sub-suppliers must be in full operational and product compliance of the countries in which they operate including all local environmental laws applicable to the workplace, the products produced, and the methods of manufacture. Additionally, SWC Suppliers must use materials in an environmentally responsible manner.

SWC suppliers are considered to be the subject matter experts within their own commodity group. Monitoring and complying with government regulatory requirements is the responsibility of the supplier. Documented third party certification of that compliance may be required by SWC or SWC retail customers. Examples include, but are not limited to:

[California Transparency in Supply Chains Act of 2010](#)

[California Proposition 65](#)

[Certificate of Origin](#)

[Conflict Minerals](#) Press Release

- [Conflict Minerals Rule](#)

[FSC Certification](#)

[Lacey Act](#)

[MSDS/SDS](#)

[Sauder Wood and Wood Fiber Procurement Policy](#)

[Sauder Woodworking Co. Prohibited Substances](#)

[US EPA - Toxic Substances Control Act \(TSCA\) title VI](#)

Statutes administered by the [Consumer Product Safety Commission](#) including, but not limited to:

- [The Consumer Product Safety Act \(CPSA\)](#) (lead in finishes)
- [The Consumer Product Safety Improvement Act and H.R. 2715 Updates](#) (CPSIA) (lead content)
- [The Labeling of Hazardous Art Materials Act](#) (LHAMA)

Supplier Link Terms of Use

The following are terms of a legal agreement between you and Sauder Woodworking Co. (“Sauder”). By accessing, browsing and/or using this site (“Site”) you acknowledge that you have read, understood and agreed to be bound by these terms and to comply with all applicable laws and regulations. If you do not agree to these terms, do not use this Site. Any claim relating to this Site, the use thereof and the information available to you on this Site is governed by the laws of the State of Ohio.

You may access only your account with Sauder on this Site. Access will only be available by password and user ID assigned to you. You are solely responsible to safeguard the confidentiality of your password and your user ID among your authorized staff.

The Supplierlink system, including all information, messages, data and files emanating therefrom, and stored thereon, shall remain the exclusive property of Sauder. Access to your account thereon is a privilege which Sauder may revoke at any time. No right of ownership, confidentiality or privacy is granted to you.

Under no circumstances shall Sauder be liable for any direct, indirect, special, incidental or consequential damages, including, but not limited to, loss of data or profit arising out of the use, or the inability to use, the materials on this Site.

You are prohibited from posting or transmitting to or from this Site any unlawful, threatening, libelous, defamatory, obscene, scandalous, inflammatory, pornographic or profane material, or any other material that could give rise to any civil or criminal liability under law.

Sauder may at any time revise these terms of use by updating this posting. By using the Site, you agree to be bound by all such revisions and should therefore periodically visit this page to determine the then current terms of use to which you are bound.

All purchases are subject to these terms and conditions unless modified by written Agreement with Sauder.

Self-Declaration:

This is to certify that we have read and understand Sauder Woodworking Supplier Requirements and commit by signature below to comply with all general, quality and order processing requirements as defined above. The signee confirms that the materials supplied comply with all regulatory and legal requirements of sourcing, manufacturing, delivery and intended use by an end consumer. Further, the supplier confirms that any additional requirement for written policies, delivery documentation or carton markings meets the applicable legal or regulatory standard.

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| Factory name: | Date: |
| Commodity type: | |
| Quality/Technical Director Signature and Title | Print Name and Title |
| Importer of Record | Date: |
| Signature and Title | Print Name and Title |
| Name of Distributor | Date: |
| Signature and Title | Print Name and Title |

| INTERNAL USE ONLY | |
|-------------------------------------|------|
| Innovation/Research and Development | Date |
| Product Safety | Date |
| Procurement | Date |