



*Document & Print
Management*

CORPORATE EXPRESS DOCUMENT & PRINT MANAGEMENT'S
(CEDPM)

STRATEGIC SUPPLIER PROGRAM (SSP)

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GENERAL INFORMATION

The Corporate Express Document & Print Management (CEDPM) Strategic Supplier Program (SSP) is a key component of CEDPM's strategic outsourcing efforts. The Program is designed to secure preferred regional and national suppliers for products and/or services that CEDPM chooses to outsource. CEDPM is committed to the highest standards of quality, consistency, and service levels, and to building and maintaining rewarding business relationships with our Strategic Suppliers.

Strategic outsourcing enhances CEDPM's plant capabilities and product offerings, enabling CEDPM's sales force to provide the widest possible range of products and services to the customer.

PROGRAM BENEFITS

Strategic Suppliers are an important asset to the company's business offering; the relationship CEDPM encourages with these critical partners is that of a long-term, growth-oriented partnership.

CEDPM is selective about suppliers entering into the SSP. This ensures that the integrity of the SSP remains intact, maintaining high quality and service parameters amongst member ranks. This is a benefit to all CEDPM business partners - customers, sales and manufacturing teams, and suppliers, as these chosen companies belong to an elite group. Further, many CEDPM customers appreciate the benefits of leveraging CEDPM's sourcing resources to benefit their needs for a wide variety of products and services.

CEDPM's SSP reinforces the utilization of Strategic Suppliers in all phases:

- ◆ Strategic Suppliers are given the opportunity to quote on work offered for outsourcing.
- ◆ Source-Express™, CEDPM's Web-based e-procurement and e-sourcing tool, makes it easy for buyers to source the right Strategic Suppliers for business opportunities.
- ◆ The SSP advertises our Strategic Suppliers' capabilities to buyers across the CEDPM organization, nationally or locally.

SUPPLIER REQUIREMENTS

Strategic Suppliers agree to comply with the following general requirements of the Program:

- Suppliers must complete and submit all required SSP documentation, and be accepted into the program by CEDPM Strategic Sourcing.
- Strategic Suppliers must comply with all CEDPM purchase order terms and conditions, and procedures.
- Strategic Suppliers comply with all carton labeling, packaging and shipping requirements as set forth by CEDPM.
- Strategic Suppliers comply with company policies related to safety, confidentiality, non-disclosure and non-solicitation.
- Strategic Suppliers agree to support CEDPM's e-business initiatives, along with a wide variety of other sales and manufacturing efforts, to educate and promote the awareness of their products/services.

These requirements enable CEDPM to provide the highest level of service to our customers. Failure to comply with any of the basic requirements of the program could result in disqualification and SSP de-activation. The on-going measurement of our suppliers' participation in SSP is a joint effort, monitored by various individuals on the CEDPM team and coordinated through CEDPM Strategic Sourcing.

SUMMARY

Currently, all suppliers are required to complete a series of documents to be considered for the SSP, including (but not limited to) the following: Strategic Supplier Agreement, Supplier Profile and Capabilities Survey. All documentation and service applications are developed, issued, maintained and administered by CEDPM Strategic Sourcing to ensure consistency and integrity in the SSP.

Together, these documents comprise a supplier's application for SSP. Should an application be accepted, any and all details about the supplier company become fully accessible to all Buyers throughout the CEDPM outsourcing network. CEDPM values suppliers that participate in their SSP as they are considered a key partner in meeting their customers' growing needs.

All documentation returned to CEDPM becomes the sole property of CEDPM, and constitutes a supplier's application for certification in the Strategic Supplier Program. Many of these documents contain highly confidential material, and are retained in our permanent files. Release of any information contained in these records may only be obtained through CEDPM Strategic Sourcing with the express written permission of all involved parties. Final determination for participation in the Strategic Supplier Program is solely the decision of CEDPM Strategic Sourcing. Participation in SSP is voluntary, and may be terminated at any time, in accordance with the terms of the Agreement, by notice of either party.

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