

**Stage 1: Supplier to Complete
New Supplier and/or Product Questionnaire**

We would appreciate you completing and signing this questionnaire in order to assist PlaceMakers in deciding whether to purchase and SKU your product(s). Please complete the questionnaire in softcopy by typing your responses. Once completed, please print it off and sign it and then send it back to your contact at Fletcher Distribution Limited, together with the relevant documentation requested in the questionnaire, via:

- Scanning and then email; or
- post - FDL, Private Bag 14942, Panmure, Auckland; or
- courier - FDL, 150 Marua Road, Mt Wellington, Auckland.

If you are wanting to scan and email your response, but the relevant supporting documentation requested in the questionnaire is too large to scan and email, this supporting documentation can follow separately by post/courier.

Category Managers please follow this link to save in folder: [..\Supplier & Product Evaluations](#)
(G:\Mechandise\01S Merchandise SOP's\Supplier & Product Evaluations)

Questions about the Supplier

Question	Supplier Response (please provide supporting documentation where appropriate)
1. What is the legal entity that intends to act as the supplier?	
2. What generic product category are you intending to supply?	
3. Are you the Manufacturer? or Brand-owner? or Distributor? or Agent? or Service Agent or Assembler? or Other? (tick or complete as appropriate)?	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Service Agent <input type="checkbox"/> Brand-owner <input type="checkbox"/> Agent <input type="checkbox"/> NZ Assembler Other (please specify):.....

<p>4. What is the contractual relationship/link between the manufacturer and you as the entity applying to be the supplier to PlaceMakers? E.g. a local agent may have been appointed by the NZ importer of a product manufactured offshore.</p>	
<p>5. What technical expertise/knowledge do you as the supplier have in this product? Do you have technical expert(s) in your business to support PlaceMakers stores with this product? If so, provide name, contact number, time the technical expert(s) has had with your entity and number of years of experience in this field (not just with your entity). If not, who else can provide this technical expertise and where can we find it?</p>	
<p>6. How many sales representatives, and what other coverage do you have nationwide? How many sales reps do you employ that will provide support to PlaceMakers? Are these Merchandisers or sales reps? North Island / South Island split?</p>	
<p>7. What has been your \$ turnover for the last 3 financial years?</p>	
<p>8. What is your forecast \$ turnover for the next 3 financial years?</p>	
<p>9. If you are not the manufacturer, what is the manufacturer's turnover for the last 3 financial years?</p>	
<p>10. Please provide an up to date copy of a Certificate of Currency from your insurer showing the level of Public Liability insurance that you have in place? <i>(Note that depending on expected sales, various levels of Public Liability cover will be required under the PlaceMakers General Terms of Supply which are on the PlaceMakers website (www.placemakers.co.nz))</i></p>	

Questions about the Product(s)

[Note: variations of the same product can be included in the same questionnaire sheet, but if the supplier has several different products then a new questionnaire sheet will need to be completed for each product]

Question	Supplier Response (please provide supporting documentation where appropriate)
1. What is the product(s) or system? <i>(note the supplier should fill out a separate sheet for each product, variations such as colour and size do not require separate sheets)</i>	
2. In which country is the product or system manufactured?	
3. In which country is the product or system assembled?	
4. History of use in NZ? i.e. how many years has your product been used in NZ and in what volumes?	
5. Which other merchants stock this product?	
6. What is your range expansion plan for this product range? And have you approached any other building merchants to stock this range?	
7. What sort of things could go wrong with this product and why? What have you done to mitigate/resolve those actual or potential problems?	

8. In which other countries is this product sold and on what scale? Is it used in the same application or system as it will be in NZ?	
9. What companion product(s) (if any) are required for this product?	
10. For building products, please provide a Product Technical Statement. Note this is a new suggestion by DBH (see p16) http://dbh.govt.nz/UserFiles/File/Publications/Building/Compliance-documents/Product-Assurance-Framework-guidance.pdf	
11. Technical literature: Where is the information describing where this product can be used, what its made of, its limitations, how to install or use the product and what maintenance is required to meet customer expectation and NZBC compliance? Note: If your technical information is not dated, please explain.	<p><i>(Highlight appropriate answer/s)</i></p> <ul style="list-style-type: none"> • Not required everyone knows • Integral to the product (on the product or container) • Packaged as a (dated) insert with the product • On separate (dated) hardcopy technical literature • On our website in (dated) PDF • On our website <p>Other? Please list.</p>
12. Please email marketing and technical material, images, features and benefits etc	List here:

<p>13. How do our customers get this technical literature?</p> <p>How do we and our customers access archive versions?</p>	
<p>14. How long is the product(s) required to last under the NZ Building Code 5, 15 or not less than 50 years?</p>	
<p>15. (For building products) Is the product manufacture and use as described in your technical information:</p> <ul style="list-style-type: none"> • Acceptable Solution (please reference) • Alternative solution • Both – the scope of use or system sometimes differs from the Acceptable Solution <p>Note: NZBC compliance pathway should be clearly explained in your technical literature.</p>	
<p>16. What is the manufacturing Standard and QA for this product?</p> <p>For building products - Is this product manufactured and/or tested to NZ or AS/NZ Standard (if yes, provide reference details). If no – what Standard is it manufactured and/or tested to?</p> <p>What quality assurance is undertaken by your company to ensure the product is up to New Zealand standards?</p>	
<p>17. Please provide copies of any relevant warranties for the product(s) to be supplied. How long is the warranty period? What conditions apply to that warranty and in what circumstances will the warranty not apply?</p>	

<p>18. Does the product(s) hold a current BRANZ Appraisal? If yes, please supply the BRANZ Appraisal. <i>[Note: PlaceMakers expects you to provide the relevant PlaceMakers Category Manager with timely information about any subsequent changes or withdrawals of the BRANZ Appraisal. Note: PlaceMakers does not recognise BEAL appraisals.]</i></p> <p>19. Please email all relevant documents to the category manager:</p> <p>These may include:</p> <ul style="list-style-type: none"> • HAZNO • MSDS • Electrical Compliance certificate. • Supplier Declaration of Compliance (SDoC) • Gas Compliance and link 	<p>BRANZ Appraisal Number:</p> <p>Name and date of Technical literature referenced in BRANZ Appraisal:</p>
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I/we confirm that the responses given above are true and correct and that I/we will notify PlaceMakers in writing if the information provided above changes in any material way in the future, should we become a supplier to PlaceMakers.

Supplier's name:

Signed (Director/Authorised Signatory)

Print Name and Position

Date

Checklist for Supplier Supporting Documentation - Have you enclosed:

<ul style="list-style-type: none">• Public Liability Insurance – Certificate of Currency	<ul style="list-style-type: none">• Copies of any relevant warranties
<ul style="list-style-type: none">• Product Technical Statement (for building products)	<ul style="list-style-type: none">• BRANZ Appraisal document (if held)
<ul style="list-style-type: none">• Existing marketing and technical material	<ul style="list-style-type: none">• Other material to support your responses
<ul style="list-style-type: none">• MSD Sheets (where applicable)	<ul style="list-style-type: none">• AS/NZS Compliance Certificates (where applicable)