



## Quad/Graphics' Supplier of the Year Awards

### *Frequently Asked Questions*

#### **1.) WHY DOES QUAD/GRAPHICS CONDUCT A SUPPLIER OF THE YEAR PROGRAM?**

Quad/Graphics appreciates the efforts all of our suppliers make toward helping us achieve continuous improvement. We present our Supplier of the Year awards to not only recognize outstanding suppliers, but also to give all our suppliers the knowledge they need to become a stronger partner with us.

“When suppliers know what matters most to your company, good suppliers become even better and even suppliers who don’t win an award still come up a winner,” according to Art Noe, Director of Corporate Purchasing for Quad/Graphics.

#### **2.) WHAT ARE THE SUPPLIER OF THE YEAR CATEGORIES?**

- **Manufacturing Parts and Repair** — Includes machine shops and fabrication shops.
- **Services** — Includes vendors who provide services for our administrative needs.
- **Outsourced Services** — Includes suppliers related to finished product and outsourced services.
- **Maintenance/Repair/Operations (MRO)/Distributors** — Includes suppliers who provide parts needed for the daily operation of the physical plant and equipment.
- **Consumables** — Includes vendors of products that become part of our finished product.
- **Capital Equipment** — Includes suppliers of large production and facilities equipment.

#### **3.) HOW ARE WINNERS SELECTED?**

A self-evaluation prescreen survey is sent out to all eligible suppliers. Each question on the survey has a weighted point value to determine a supplier’s overall standing. Nominations are also submitted by end-users at Quad/Graphics. The survey and nominations are evaluated by a selection committee that reviews the survey point value, nominations and other value-added services from suppliers. The list of finalists is then reviewed by company vice presidents prior to supplier selection.

#### **4.) WHAT IS THE DEADLINE FOR COMPLETING THE SUPPLIER SURVEY?**

The deadline for completing the survey is Friday, January 23, 2009.

#### **5.) WHAT HAPPENS IF I DO NOT COMPLETE MEET THE DEADLINE?**

Failure to complete the survey by the deadline could result in your company being disqualified from our Supplier of the Year selection process

**6.) ARE ALL QUAD SUPPLIERS ELIGIBLE FOR AN AWARD?**

While all of our suppliers are highly valued, only suppliers with whom we have purchases in excess of \$100,000 (\$50,000 for QuadTech Suppliers) and have a minimum of 12 purchase transactions for the previous year are eligible. Due to the nature of paper purchases, paper suppliers are not included in our Supplier of the Year program.

**7.) IF WE WON AN AWARD LAST YEAR ARE WE ELIGIBLE TO EARN THE AWARD AGAIN THIS YEAR?**

Yes, suppliers can earn an award multiple times.

**8.) WHO MAY I CONTACT WITH QUESTIONS?**

- **Manufacturing Parts and Repair**  
**Don Dorsan**  
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- **Services**  
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- **Outsourced Services**  
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