

New Product Application for Vendors

Specify "N/A" when not applicable.

Date of Application:

Attachments to Submit with this Application

- Drawings, photos, additional specifications, etc.
- Applicable trade literature, test results, Material Safety Data Sheets, etc. associated with testing
- Quality control procedures associated with the particular product or design being recommended
- Company Overview (if applicable)

Purpose

This application is for a Product and/or Design

Provide background information, explaining how or why the product/design came to exist. For example, does it address a solution to a particular problem?

Contact Information

Name of Representative Submitting Data

Address of Office Location

Distributor

Manufacturer

Other

Phone:

Fax:

E-mail:

Supplier Information

Supplier Name

Website:

Address of headquarters

Location of nearest warehouse where product is stored

Billing Address

Location of manufacturing plant(s)

If the supplier is new to BTU, attach the following Company Overview information: N/A Attached

- Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary SIC numbers, address, main telephone number, toll-free numbers, and facsimile numbers
- Proof of business insurance policy.
- Provide certificate of registration with Texas Secretary of State (TSOS), and highlight the EIN. If not registered in the State of Texas, still provide EIN and appropriate registration certificate. Specify your willingness to register with TSOS.
- Person authorized to contractually bind the organization for any Purchase Order resulting from this application

- Brief history, including year established and number of years your company has been offering similar products/designs
- Describe in detail what experience your Company has had with BTU.
- Has your Company ever been terminated for default on any contract? If Yes, describe in detail.

Product & Pricing Information

Product Name:

Unit of Measure:

Description:

Quantity Per Unit:

Manufacturer Part #:

Single Unit Price:

Warranty Information:

Minimum Order Quantity:

Product Dimensions:

Minimum Order Extended Price: 0

L x W x H

Expediting fee(s) for production:

Weight

Implementation or installation requirements & fees:

Volume (if applicable)

Shipping Information

Lead-time from point of order receipt:

Standard shipping method for single unit:

Are there possible shipping or storage hazards?

Standard shipping fee for single unit:

No

Yes. Specify:

Maximum quantity that can be shipped in one load:

If not, explain why & specify which locations you will service.

Standard shipping fee for one full load:

Expediting fee(s) for shipping:

Test Information

Testing Agency:

In what stage is the evaluation or when was it completed?

When attaching testing data to this application, include the following information at a minimum:

- Describe testing procedures.
- What were the results in the field and/or lab?
- Did testing reveal environmental considerations, such as such as temperature, humidity, corrosives, etc? If so, explain in detail.
- What are the environmental impacts, if any, such as carbon footprint, chemical waste, etc?

Samples & Prototypes

Will a product sample or prototype be provided at BTU's request? No Yes

How soon can it be delivered?

Free of Charge. Fees include:

If there are educational courses, videos, demonstrations available, list them and provide associated fees.

Special instructions:

Additional Information

Does the product consist of hazardous materials? No Yes. Specify:

Does the product consist of recycled materials? No Yes. Specify:

What is the product/design's primary use?

Alternate use?

Is there a similar product/design today?

No. What special features make your product/design unique?

Yes. What differentiates your product/design? List at least one existing product's name, model and manufacturer.

Patented? Yes No Patent Pending -or- Proprietary? Yes No

How would BTU benefit from using this product/design? At a minimum, address savings and process efficiency gains in your answer.

Please include any additional information that would help us evaluate your application.

Please make sure you have filled out the form **completely.
Incomplete applications are subject to immediate **disqualification**.**

Email your completed application and all necessary attachments to:
Phebe Mosley, Purchasing Agent
pmosley@btutilities.com