



Gentex Supplier Punchout Questionnaire

Valued Supplier: Please read this entire document, complete this questionnaire and return to eprocurement@gentex.com along with a list of UNSPSC Codes and Unit of Measure Information (as requested in Section 2 of this document). ***Gentex must receive a completed questionnaire, list of UNSPSC Codes, and Unit of Measure information in order to proceed.*** Thank you.

Section 1: Supplier Contact Information

| | |
|---|----------------|
| Supplier Name | DUNS # |
| Supplier Address | Website |
| Supplier Account Contact Name | Phone |
| | E-Mail |
| Supplier Account Manager <i>(If the buyer contact is different from account Manager)</i> | Phone |
| | E-Mail |
| Supplier IT Contact Name <i>(This is the primary IT contact person for all issues related to the electronic catalog maintenance / production down issues. If there are additional contacts please provide them in the additional contact fields below)</i> | Phone |
| | E-Mail |
| Additional Contact 1 | Phone |
| | E-Mail |
| Additional Contact 2 | Phone |
| | E-Mail |
| Supplier IT Manager <i>(This is the point of escalation for decisions/ resolutions not obtained from the supplier IT contact level)</i> | Phone |
| | E-Mail |
| Who should we contact in the event of an outage? <i>(Please provide a 24x5 helpdesk number if available, if not please provide contact details)</i> <u>Name</u> <u>E-Mail</u> <u>Phone</u> | |
| Vendor Type <i>(Please check whichever is applicable)</i> Manufacturer Distributor: | |



Section 2: Supplier Electronic Communications Details

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| <p>What application platform are you (the supplier) currently on?</p> <p><i>(Example: Oracle, SAP, etc.)</i></p> |
| <p>Are you currently hosting catalogs for other customers?</p> <p><i>(If the answer to this question is 'Yes' then Section 2.1 below is mandatory)*</i></p> |
| <p>Are you currently EDI Capable?</p> <p>Please note that Gentex uses ASC X12 version 004010</p> <p><i>(If the answer to this question is 'Yes' then Section 2.2 below is mandatory)*</i></p> |
| <p>Are you XML Communication Capable?</p> <p><i>(This is for Audit purposes only - Gentex does not currently support XML communications)</i></p> |
| <p>Have you previously communicated all UNSPSC categories in your catalog to Gentex Purchasing? Gentex requires UNSPSC Version 13.0601</p> <p><i>(If no, please provide an excel file containing a list of all UNSPSC codes in your supplier catalog to eprocurement@gentex.com. UNSPSC categories do change between versions, so please ensure the list you provide is compatible with Version 13.0601. The codeset can be obtained for free at www.unspsc.org.)</i></p> |
| <p>Have you communicated all UOM (Unit of Measure) codes in your catalog to Gentex Purchasing?</p> <p><i>(If no, please provide an excel file containing a list of all UOM codes in your supplier catalog to eprocurement@gentex.com)</i></p> |

Section 2.1: Supplier Punchout Information

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| <p>URL to the supplier hosted catalog</p> <p><u>Test Environment:</u></p> <p><u>Production Environment:</u></p> <p><i>(These can be the same if you do not require a separate URL for testing. Gentex will not send purchase orders from our test environment)</i></p> |
| <p>Password for the Gentex common user</p> <p><u>Test Environment:</u></p> <p><u>Production Environment:</u></p> |
| <p>Punchout type: Please note that this will be cXML</p> <p><i>(Gentex currently uses cXML exclusively. We are able to support Oracle Native XML and Oracle Exchange based punchouts, but these will require further discussion.)</i></p> |
| <p>Are you capable of hosting a limited catalog specific to Gentex?</p> |
| <p>Gentex primary PO communication method for indirect vendors: Gentex default PO communication method is e-mail (.pdf attachment). Please complete section 2.2 below if you are interested in EDI communication.</p> <p>Gentex is not XML Capable at this time.</p> |
| <p>Are you capable of using our DUNS number as our identifier?</p> <p>Gentex DUNS # : 065855363</p> <p><i>(Important note: Please let us know if you are okay with creating our credentials based on our DUNS number as our identifier. We may also require you to create multiple identifiers with suffixes like 065855363-1, 065855363-2, etc.)</i></p> |



Are you capable of hosting, or do you already have a company logo smaller than or equal to 70x55 pixels hosted on your website?

If yes, please provide the URL:

Section 2.2: Supplier EDI Information**

*** Please note this section is only required if you are currently on EDI with other customers and are interested in EDI transactions with Gentex.*

| | |
|--|-------------------|
| Do you (the supplier) currently do EDI transactions with other Customers? | |
| DUNS #/Trading Partner ID | Document Standard |
| VAN Service Provider | |
| Please note that Gentex uses ASC X12 version 004010 | |
| Select Document types currently supported by the supplier <i>(Document types in bold below are currently in use by Gentex, others are planned in the coming year)</i> | |
| EDI 810 - Outbound Invoice | |
| EDI 850 - Inbound Purchase Orders | |
| EDI 855 - Outbound Purchase Order Acknowledgement | |
| EDI 856 - Outbound ASN | |
| EDI 860 - Inbound Purchase Order Change Request | |
| EDI 865 - Outbound Purchase Order Change Acknowledgement | |

If you have any questions regarding the information in this form or e-Procurement opportunities with Gentex, please contact us at eprocurement@gentex.com. **Please Note: We will only accept punchout requests and inquiries from current Gentex suppliers; new supplier requests will not be considered by Gentex. Thank you.**