

SUPPLIER APPLICATION

Suppliers seeking to do business with American Honda Motor Co., Inc. (AHM) must be included in AHM's Supplier Database. To Expedite processing for your company, this application should be completed and returned immediately to the Purchasing Department at the above address, M/S 100-1W-4E with the completed W-9 form.

Please direct questions to: Purchasing Department (310) 783-2155

Supplier Corporate Name (if corp.): _____

Supplier dba Name: _____

ORDER FROM: _____

Address _____

City, State _____

Contact _____

Phone _____ Fax _____

REMIT TO: _____

Address _____

City, State _____

Contact _____

Phone _____ Fax _____

Regular Terms of Sale: _____

Please check applicable commodity codes on last page of application that describe your principal products and services.

COMPANY OFFICERS/PRINCIPALS:

	% of Ownership
Chief Executive Officer _____	_____ %
Chief Operations Officer _____	_____ %
President _____	_____ %
Chief Financial Officer _____	_____ %
Other Officer/Principals _____	_____ %
Sales Manager _____	_____ %
Other _____	_____ %

BUSINESS:

Tax Payer ID # _____

Dun & Bradstreet Rated: { Yes { No DUNS # _____

[] Manufacturer [] Sales Representative [] Distributor [] Agent/Broker [] Services

{ Other _____

MAJOR BANK AND TRADE REFERENCEES:

Bank: _____
 Contact: _____
 Phone #: _____

Company: _____
 Contact: _____
 Phone: _____

Company: _____
 Contact: _____
 Phone: _____

Company: _____
 Contact: _____
 Phone: _____

Any outstanding claims, pending litigation, prior bankruptcies pertaining to the company or any of its principals?
 Yes (Attach explanation) No

Methods, equipment, systems, your company utilizes to assure superior product/service quality:

Any awards, honors, special citation? If yes, explain: _____

TYPE OF OWNERSHIP: (Give detail by attachments if you control and/or are controlled by other companies, and degree of independence.)

- Corporation Publicly Held Privately Held
- Partnership Sole Proprietorship Subsidiary Division Parent Co.

Principals/Owners employed at any division of AHM No Yes

Is yes, state name and division: _____

CLASSIFICATION BY SBA STANDARDS:

- American-Indian Asian-Indian Asian-Pacific African American Hispanic
- Small Business Small Disadvantaged Business HUBZone Small Business
- Women Owned
- Veteran-Owned Service Disabled Veteran-Owned

HISTORY OF OWNERSHIP:

Date Business Started _____

Date Incorporated (If Corp) _____

Date Current Ownership Began _____

Date Started in Current Location _____

Annual Sales Latest Fiscal Year _____ Previous Fiscal Year _____

Number of Employees _____ Facility Size (sq. ft) _____

Company Delivery Fleet Yes No

U.S. Distribution Locations or Order Centers _____

ADDITIONAL INFORMATION MAY BE INCLUDED: (Check Items Attached)

- Warranty Catalog Insurance Certificate
- Line Card Material Safety Data Sheet Product Information Bulletin
- Price List Equipment List Latest Annual Financial Statement
- Other Information You Deem Necessary
- Current Operating Statement (If financial statement dated over six months)

CERTIFICATION OF APPLICANT:

I hereby certify that all information contained herein or attached is true to the best of my knowledge and belief, and I acknowledge receipt and review of the AHM Supplier Guidelines including AHM's Business Ethics and Conflict of Interest Policy by signing below.

Date: ____/____/____

Signature: _____
Company Officer/Owner

Name _____

Title: _____

AHM SUPPLIER GUIDELINES

The following guidelines apply to all Suppliers seeking to do business with AHM:

1. Completed Supplier Application

A Supplier seeking to do business with AHM must be pre-certified as an approved supplier by the purchasing department.

2. Purchasing Authority

Only AHM Procurement/Purchasing officers & personnel are authorized to enter into commitments on behalf of AHM.

3. Confirmation / Acknowledgement

Upon receipt of the written P. O., the Supplier must submit written confirmation via an authorized signature and return of the "Acknowledgement" copy to the Purchasing department within seven days.

4. Packing List / Slip

A detailed packing list/slip where applicable must be attached securely to the outside of the package; shipments must be delivered to AHM's Corporate Receiving department unless otherwise designated and must reference the appropriate P.O. number. Failure to include a properly referenced packing list will result in refusal and return of the shipment freight collect.

5. Assignment

The contractual obligations of a P.O. cannot be assigned to another supplier without written permission from the Purchasing department. When assignment is permitted, the packing list must indicate the original supplier's name and P.O. number.

6. Invoices

To avoid delayed payment, the appropriate **P.O. number must appear on all invoices**, which are to be directed only to the Accounts Payable department unless otherwise designated. Invoices without the appropriate P.O. Number will be returned to the Supplier unpaid.

7. Standard Payment Terms

The standard payment term for AHM is "net thirty (30) days" from date of receipt of invoice, with freight on a "prepay and add" basis. Any other payment terms must be approved by the Purchasing department prior to P.O. issuance.

8. Certificate of Insurance

When applicable, AHM must be provided with an insurance certificate copy or other acceptable proof of insurance.

9. Material Safety Data Sheet / Material Information Bulletin

When any material to be supplied contains hazardous ingredients, AHM must be provided with the Material Safety Data Sheet and/or appropriate product information bulletin.

10. Business Ethics and Conflict of Interest

Suppliers should be aware of the enclosed American Honda's Business Ethics and Conflict of Interest policy, which applies to all Honda employees. Please acknowledge receipt and review by signing this application. Violation of this policy will impact future business opportunities with AHM.

NOTE: As a reminder, only the Purchasing department may validly issue or authorize a Purchase Order number, and only those invoices citing a valid purchase order number will be paid. A PR (Purchase Requisition) number is an internal control number only and does not authorize a supplier to supply goods and/or services to AHM. Under all circumstances, it is the responsibility of the supplier to obtain a valid purchase order number prior to supplying any goods or performing any services for AHM.

Failure to do so results not only in order processing and payment delays, but also increases AHM's administrative costs. Suppliers who fail to follow this requirement are subject to a three percent (3%) charge to be deducted from their invoices, to offset AHM's increased processing and administrative costs.

Any questions should be directed to AHM's Purchasing department at (310) 783-2155

AHM COMMODITY CODES

The AHM supplier database is maintained and searched by commodity codes. Please check all appropriate commodity codes that best describe your principal products and/or services.

ADVERTISING/MARKETING

- A100 Promotions
- A110 Marketing Research/Surveys
- A120 Direct Mail
- A130 Collateral
- A140 Dealer Promotional Advertising
- A150 Community Relations Advertising
- A160 Sponsorship
- A170 National
- A180 Recruitment
- A190 Storage
- A200 Magazine
- A210 Fulfillment

AUDIO VISUAL

- V100 Equipment (TV's, Projectors etc.)
- V110 Supplies (tapes etc.)
- V120 Video Production
- V130 Video Duplication

COMPUTER EQUIPMENT/ISD SERVICES

- C100 Hardware
- C110 Supplies
- C120 Maintenance
- C130 Repair
- C140 Training
- C150 Consultants
- C160 Lease
- C170 Software
- C180 Network Services
- C190 Website Development
- C200 Contractors

EVENT/MEETING PLANNING

- E100 Dealer Conventions
- E110 Meetings
- E120 Ride and Drive
- E130 Press Meeting
- E140 Catering
- E150 Exhibit/Show Space
- E160 Exhibit/Staging/Management
- E170 Employee Functions

FACILITIES/SERVICES

- F100 Architects
- F110 Building Maintenance
- F120 Building Repair
- F130 Construction
- F140 Doors/Gates/Fences
- F150 Electrical
- F160 Elevator Maintenance and Repair
- F170 Fire System
- F180 Flooring
- F190 Gardening/Landscaping
- F200 Heating/Air Conditioning & Plumbing
- F210 Interior Designers
- F220 Janitorial (Services)
- F230 Office Rental

FACILITIES/SERVICES (cont'd)

- F240 Plants
- F250 Security (systems, services)
- F260 Waste Removal (hazardous, nonhazardous)
- F270 Painting
- F280 Safety
- F290 Pest Control
- F300 Installation
- F310 Real Property Purchase
- F320 Office Furniture
- F330 Lock and Key

MISCELLANEOUS GOODS

- G100 Auto Parts & Supplies
- G110 Books
- G120 Employee Recognition Awards, Gifts
- G130 Flowers/Florist
- G140 Maintenance Supplies
- G150 Office Furniture (lease, rental, purchase)
- G160 Office Supplies
- G170 Packaging Supplies
- G180 Petroleum Products
- G190 Capital Asset
- G200 Subscriptions
- G210 Tools
- G220 Uniform Rental/Purchase
- G230 Wearing apparel
- G240 Miscellaneous Goods
- G250 Corrugated
- G260 Crating
- G270 Chemical Product
- G280 Promotional Setup
- G290 Subscription/Library

MISCELLANEOUS SERVICES

- S100 Company Vehicles
- S110 Consulting
- S120 Employee Relations
- S130 Equipment/Machinery Relocation
- S140 Film processing
- S150 Insurance
- S160 Legal
- S170 Microfilm
- S180 Testing
- S190 Training/Seminars
- S200 Translation
- S210 Miscellaneous Services
- S220 Tooling
- S230 Freight

OFFICE MACHINES/EQUIPMENT

- M100 Copiers
- M110 Fax (purchase/lease)
- M120 Copier/Fax maintenance
- M130 Copier/Fax Repair
- M140 Copier/Fax Supplies (toner, paper)
- M150 Mailing Equipment (lease, purchase)

- M160 Mailing Supplies
- M170 Miscellaneous Office machines (calculators etc.)

PRINTING

- P100 Binders
- P110 Brochures
- P120 Business Cards
- P130 Envelopes
- P140 Forms
- P150 Graphic Design
- P160 Manuals
- P170 Sign Banners
- P180 Silk-screening
- P190 Supplies
- P200 Typesetting
- P210 Miscellaneous Printing

PERSONNEL SERVICES

- N100 Contract Personnel
- N110 Temporary Personnel

RACING

- R100 Contract Racers
- R110 Sponsorship
- R120 Track Rental
- R130 Parts
- R140 Parts Testing
- R150 Supplies

TELECOMMUNICATIONS

- T100 Telephone Equipment (purchase, lease)
- T110 Maintenance
- T120 Pagers

TRAVEL

- L100 Lodging
- L110 Transportation
- L120 Car/Truck Rental

WAREHOUSE EQUIPMENT

- W100 Warehouse Equipment
- W110 Warehouse Services
- W120 Warehouse Supplies



Supplier Information Form and W-9

KEY CONTACT NAME: _____ CONTACT PHONE NO: _____

E-MAIL ADDRESS _____

REMIT-TO ADDRESS: _____

EMAI LADDRESS (Where Purchase Orders should be sent): _____

FAX NO (where Purchase Orders should be faxed to): _____

Dun & Bradstreet # (if applicable) _____ Major SIC Code for your company _____

Per SBA Classifications is your Company?

Minority Owned - Choose One:

- American-Indian
- African American
- Small Business
- Woman-Owned
- Veteran-Owned
- Asian-Indian
- Hispanic
- Small Disadvantaged Business
- Service Disabled Veteran-Owned
- Asian-Pacific
- HUBZone Small Business

Does your company accept MasterCard? Yes No

**Form
W-9**

Request for Taxpayer Identification Number and Certification

**Give form to the requestor.
Do NOT send to the IRS**

Please complete the following information. We are required by law to obtain this information from you when making a reportable payment to you. If you do not provide us with this information, your payments may be subject to 31% federal income tax backup withholding. Also, if you do not provide us with this information, you may be subject to a \$50 penalty imposed by the Internal Revenue's Section 6723.

**Please
Print**

Name as registered with the IRS

Business Name, if different from above

**Check
Appropriate
Box**

Individual / Sole Proprietor Corporation Partnership Other

Address (number, street, and apt or suite no.), City, State, Zip code

**Taxpayer
Identification
Number**

For individuals or sole proprietors, this is your social security number (SSN). For other entities, it is your employer identification number (EIN)

Social Security Number

____ - ____ - _____

or

Employer Identification Number

____ - ____ - _____

Part III: Certification

You must cross out item 2 below if you have been notified by the IRS that you are currently subject to backup withholding. The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Under penalties of perjury, certify that:

1. The number shown on this form is my correct taxpayer identification number (TIN), (or the TIN of my corporation/partnership,) and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or, (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. person (including a U.S. resident alien).

Sign Here	Signature > _____	Date > _____
	Title _____	

Personnel Policy & Procedures

EXCERPTS FROM BUSINESS ETHICS AND CONFLICT OF INTEREST PROCEDURE # 116.

BUSINESS
ETHICS
POLICY:
respect

The policy of American Honda Motor Co., Inc., and its branch offices ("AHM") is to conduct business so as to merit the

of employees, dealers, suppliers, consultants and governments with which it deals. As a result, any business transactions with others must remain consistent with generally accepted standards of business and professional ethics. This Policy imposes upon employees a duty not only to comply strictly with legal requirements, such as the Foreign Corrupt Practices of 1977 and other applicable statutes and regulations, but also to exercise integrity and honesty in their dealings with others.

A. Business and Accounting Practices

1. AHM employees shall comply with all applicable legal requirements and generally accepted ethical standards of the United States and each foreign country in which business is conducted.
2. The use of AHM funds or assets for any unlawful or improper purpose is strictly prohibited.
3. No undisclosed or unrecorded AHM fund or asset shall be established for any purpose.
4. No false or misleading entries shall be made in AHM books and records, and no employee shall engage in any arrangement that results in any such entry. Similarly, no employee shall make any false statement or engage in any subterfuge that would have the effect of misleading corporate officials, internal or independent auditors, counsel, Internal Revenue Service agents, government auditors or any other appropriate official regarding any matter.
5. No payment on behalf of AHM shall be approved without adequate supporting documentation or made with the intention or understanding that any part of such payment is to be used for, or relates to, any purpose other than that described by the documents supporting the payment
6. Compliance with generally accepted accounting principles and practices, as well as established internal controls, is required at all times.

CONFLICT
OF INTEREST
POLICY:

It is a common goal of all AHM employees to see the Company grow and prosper. To accomplish this goal, employees must avoid situations in which their personal interests may conflict, or appear to conflict, with the interests of the Company. This Policy Statement addresses not only cases of dishonesty, unauthorized disclosure of confidential information, and other clear cut employee improprieties which injure or conflict with AHM's interest, but also conflicts of interest and apparent conflicts of interest which are more difficult to recognize. Not infrequently, the line between an acceptable and an unacceptable activity is only a matter of degree. While it is not possible to list every situation that might give rise to a conflict of interest, the following guide highlights important areas where conflicts may arise:

- A. Employees shall select and deal with dealers, suppliers, consultants and other persons doing or seeking to do business with AHM in an impartial manner, without favor or preference based strictly upon the best interests of AHM.
- B. Employees or their families shall not seek or accept for their personal account any payment, fees, services, or loans from any person or business entity that does or seeks to do business with AHM or is a competitor of AHM, except where such dealing has been fully disclosed in writing to Human Resources and a determination has been made, with written concurrence from the Executive Office, that it will not affect the impartial discharge of such employee's duties or obligations to AHM.
- C. Employees or their families shall not seek or accept from any person or business entity that does or seeks to do business with AHM any gifts of \$50.00 or more, entertainment, or other favors of a character that goes beyond common courtesies consistent with ethical and accepted business practices.