



**Flying J Inc.**

Vendor Relations  
Information Packet

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## ***Welcome To Flying J!***

Welcome to Flying J as a prospective new vendor. Our company is pleased that you are interested in becoming a product or service supplier for Flying J or one of its subsidiaries, because we believe that our suppliers are key to long-term success. Flying J expects top performance from our suppliers and commits itself to perform at the same level.

**For those who are accessing this site for the first time and have not dealt with Flying J before**, this vendor relations packet should answer any questions you have about becoming a Flying J partner, such as:

1. How to become a Flying J vendor (local or national) and how to prepare a new product/service proposal packet.
2. Flying J's vendor requirements and policies.
3. Flying J's Electronic Data Interchange (EDI) program for exchanging business documents with vendors (such as invoices, payments, etc.) and EDI implementation guide links.
4. Flying J contact personnel.
5. Additional resources for more information about EDI programs as well as general small business development contacts.

Again, welcome to Flying J Inc. We hope that whether or not you become a Flying J vendor, your experience with our company will be pleasant and rewarding. Good luck in all your endeavors!

## ***How to Become a Vendor--***

Flying J offers opportunities for a diverse range of vendors. There are local vendors who provide services and/or products for a locally based Flying J business. On the other end of the spectrum, there are national vendors who provide services and/or products for all or for a majority of Flying J businesses and facilities. No matter where your business fits within that range, please rest assured that all potential suppliers receive the same careful consideration.

**Local Vendors.** If you are interested in becoming a service or product vendor for a Flying J business in your area, your first step should be to submit your product or service proposal to the General Manager of your local Flying J business. ***A 'New Vendor Request' for a local vendor MUST be initiated by the local Flying J business.*** This is also a good place for regional vendors to begin. The General Manager will forward the New Vendor Request to the District Manager or the District Merchandising Manager, who must approve the request before the appropriate personnel at the corporate office can grant final approval.

**National Vendors.** If you are interested in becoming a national vendor for Flying J, your first step should be to submit your product/service proposal to the appropriate person at the Flying J corporate office. Each individual department both initiates and approves national vendors, so please refer to the [Flying J Contacts](#) table in "Presenting the Proposal to Flying J" for the appropriate contact in your field of interest.

## **Creating Your Product/Service**

**Proposal.** When creating a product or service proposal for Flying J, ALL potential vendors should be prepared to explain why and how their services/products would fill a need for our company. In addition, Flying J requires prospective vendors to provide the following when submitting a product or service for consideration:\*

1. A completed Vendor (Product) Questionnaire or Vendor (Non-resale/Service) Questionnaire. Both forms are included in this packet. **NOTE:** If you wish to propose a product to Flying J for resale and also propose a service or non-resale product, please complete both forms.
2. A current copy of your Certificate of Liability Insurance (see “Vendor Insurance Requirements” for more information). **NOTE:** All vendors must provide updated proof of insurance on an annual basis. Local Flying J businesses maintain updated vendor insurance files for local vendors. National vendors typically submit updated copies to the corporate merchandising department, unless informed otherwise.
3. Information about your product or service, including catalogs, price lists, samples, etc. Be sure to include enough information to help the appropriate party understand your business and make an informed decision about its potential fit with Flying J.
4. For prospective product vendors, information about their ability to

deliver the product in a reasonable amount of time. Flying J values suppliers who can show they deliver the goods when promised and/or needed.

5. For prospective product vendors, Uniform Product Code (UPC) confirmation. Flying J requires all vendors to have a UPC (see “[Universal Product Code](#)” for more information).
6. **IMPORTANT NOTE:** All prospective vendors who submit a product or service proposal will receive notice (via fax, e-mail, telephone or letter) if Flying J is interested in the prospective vendor’s product/services. Please be aware that you are not guaranteed a vendor number just by completing the proposal packet. All final decisions are made by authorized personnel at the Flying J corporate office.

*\*Flying J will not be liable for any costs incurred by your company’s efforts to meet Flying J standards.*

**Vendor Insurance Requirements.** Your liability insurance certificate must cover the following areas:\*

1. Commercial liability should be \$1 million in each of these three areas: product, personal injury, and for each occurrence.
2. Employers’ liability should be at least \$1 million (waiver of subrogation where permitted by law). This requirement may be higher if Flying J determines a company to be a high-risk supplier.
3. Workers’ Compensation (if entering Flying J property) must be \$1 million or meet statutory limits.

4. **NOTE:** Your certificate should list “Flying J, CFJ Properties, and Flying J subsidiaries” as an additional insured and as the certificate holder. Please use that exact wording.

\*If these limits cannot be met, a “Hold Harmless” agreement must be signed or vendor will not be allowed on Flying J premises.

**Universal Product Code (UPC).** The Universal Product Code (UPC) is a system for identifying millions of product items as well as thousands of vendors. This identification is used in all aspects of business (e.g., warehousing, selling, retailing, billing, etc.). For more information about UPC and its business advantages, please visit the Uniform Code Council’s website at [www.uc-council.org](http://www.uc-council.org).

***If you are approved as a Flying J vendor...*** you will receive a New Vendor packet from the Accounts Payable department with your vendor number. The policies and requirements outlined below are currently in effect for all vendors.

**The following forms in the New Vendor packet must be completed and returned to Flying J’s corporate office:**

1. The ‘Vendor Agreement’ form (see [“The Vendor Agreement”](#) for more information).
2. The ‘Gifts and Gratuities Policy’ form (see [“The Gifts and Gratuities Policy”](#) for more information).
3. A W-9 form.

**NOTE:** Flying J cannot make payments unless all forms are on file.

**Flying J has a streamlined electronic Accounts Payable operation.** Our system will process your invoices quickly, locate errors or discrepancies, and help all parties resolve problems when they arise. **In order for your company to benefit from our system, you will need to comply with the following:**

1. Vendors must include their vendor number on all invoices.
2. Vendors need to submit electronic copies of each invoice to the Flying J corporate office via Electronic Data Interchange (EDI) , Web EDI (see [“Electronic Data Interchange”](#) for more information about EDI), or by sending a fixed format text file to our FTP site.
3. Vendors need to send paper copies of these same invoices to the individual Flying J store, restaurant or other business where the purchases were made. The location will enter the confirmed invoice information into our Accounts Payable system, and that information will then be matched with the electronic document. *Payment is generated when your electronic invoice is reconciled with our Accounts Payable system.* **NOTE:** For reconciliation purposes, it is very important that invoice number is the same on the paper invoice and the electronic invoice!
4. Vendors should send credit memos to the Flying J location where the purchase was made, NOT to the corporate office address. All credits due to Flying J must be paid by cash or

check, not in merchandise. This includes credits on guaranteed sales.

5. Each invoice and credit memo must have a unique document number. In other words, a credit memo number should not be the same as the original invoice number.

## ***Electronic Data Interchange (EDI)...***

Flying J Inc. has adopted Electronic Data Interchange (EDI) as our preferred method of doing business with vendors. The goal of Flying J's EDI department is to work with each of our trading partners to ensure a smooth transition to EDI processes. **NOTE:** Anyone can be EDI compliant by sending ASC X12 documents, by using our Web EDI program (available at our website, [www.flyingj.com](http://www.flyingj.com)), or by sending a fixed format text file to our FTP site.

There are several third-party EDI service providers who have set up an online function that allows the sending business partner to build EDI standard records from the sending business partners' documents. Flying J Inc does not endorse any particular one of these third-party providers, but will provide a list of several known providers.

**A typical vendor will need to send or receive the following ASC X12 documents via EDI:**

**810 Invoice –**

Sent to Flying J's A/P dept

**832 Pricebook –**

Required for merchandise vendors and regional/national restaurant suppliers

**850 Purchase Orders –**

Required for merchandise vendors and regional/national restaurant suppliers to receive orders from Flying J locations.

**855 Purchase Order**

**Acknowledgement -**

Required for all vendors receiving 850 purchase orders. Used to acknowledge products from the 850 purchase order at the item level.

**NOTE:** One or all of these documents needs to be received by Flying J at least two weeks prior to any vendor cost change unless determined otherwise by contract. Links to implementation guides for both of these documents are included below (see "[Additional Vendor Resources](#)" later in this packet for educational EDI links). By exchanging transactions electronically with our vendors, Flying J will eliminate the potential for lost documents and improve the timeliness of invoices and payments. The benefit to our vendors is that this process will save both Flying J and its trading partners time and money.

- [810 Invoice Implementation Guide](#) – *This document provides specifications and information for vendors sending their invoices via EDI.*
- [832 Pricebook Implementation Guide](#) – *This document is for those vendors (merchandise vendors and restaurant suppliers only) who will be sending a Pricebook document via EDI. Detailed specifications are provided in this document.*

- [850 Purchase Order Implementation Guide](#) – This document provides the specifications and information of data content for the business practice relative to Flying J placement of purchase orders for goods and services.
- [855 Purchase Order Acknowledgement Implementation Guide](#) – This document provides specifications and information for vendors to provide seller’s acknowledgement of a buyer’s purchase order at the item level.

If you are unable to provide us with the aforementioned ASC X12 documents, chose not to use a third party provider, or cannot send a fixed format text file, you can join Flying J’s Web EDI program:

**Merchandise Vendors Only –**

- **Web EDI Guide** – This document provides instructions on how to enroll and use the Web EDI program for merchandise vendors.
- **Cost Change Instructions** – This document provides instructions on how to change prices in Price Book.

**Service and Non-Merchandise Vendors Only –**

- **Web EDI Guide** – This document provides instructions on how to enroll and use the Web EDI program for Service and Non-Merchandise vendors only.

If you have questions about EDI or your Flying J Web EDI account, please contact one of the following:

**Accounts Payable Contact**

Shelly Brown, Accounts Payable Manager  
 Phone: (801) 624-1572  
 Fax : (801) 624-3043  
 E-mail: [shelly.brown@flyingj.com](mailto:shelly.brown@flyingj.com)

**EDI/Web Portal Support**

Phone: (801) 624-1992  
 E-mail: [edi@flyingj.com](mailto:edi@flyingj.com)

***The Gifts and Gratuities***

***Policy...*** The Flying J Gifts and Gratuities policy is designed to avoid compromising situations between Flying J, CFJ properties, Flying J subsidiaries (collectively referred to in this policy as “Flying J”) and our vendors, and to ensure that any such relationship is based on the merits of mutual business interest.

The gifts and gratuities policy prohibits Flying J employees from accepting gifts or invitations to special events (e.g., ball games, operas, golf events, elaborate meals, etc.). ***The policy specifies that if a vendor or prospective vendor offers a gift to a Flying J employee, the employee must decline the gift and must terminate Flying J’s relationship with that vendor.*** Rather than offering gifts or gratuities, we hope that vendors will win Flying J’s loyalty as a customer through competitively priced, high-quality goods and services.

Flying J recognizes that in order to be successful, we need active support from vendors who are committed to supplying quality goods and services. Flying J requests that vendors acknowledge that they have read, understood, and agree to

comply with Flying J's Gifts and Gratuities policy, and have notified all of their employees who will be dealing with Flying J about this policy.

### ***The Vendor Agreement...***

Vendors must sign a legally binding agreement with Flying J, Inc. before becoming one of Flying J's trading partners. Prospective vendors should review the agreement carefully, preferably with an attorney who specializes in such contracts, to make sure they understand all its terms and conditions. Please note, however, that the vendor agreement's execution does not create an obligation on the part of Flying J, Inc. to transact business with the vendor.

### ***Additional Vendor Resources...***

#### **EDI Informational Web Links**

[www.edi-info-center.com](http://www.edi-info-center.com) -- This link takes you to the EDI Information Center website, which has many useful informational links. Be sure to check out their "EC/EDI 101" link.

[www.ecomworld.com](http://www.ecomworld.com) -- This link takes you to ECOM World Magazine's website. Click on the "ECW Software Guide" link toward the bottom of the web site page to obtain an extensive list of EDI software packages and providers.

#### **Business Development Web Links**

<http://www.score.org> – This link takes you to the Service Corps of Retired Executives Association (SCORE) website. This nonprofit, volunteer association of more than 12,000 business experts offer small businesses (or people who want to start a business) advice and counseling free of charge. You can also call 1-800-634-0245 for a referral to the SCORE chapter nearest you.

<http://www.sba.gov> -- This link takes you to the Small Business Administration (SBA) website. There you can find information about the nearest Small Business Development Center (SBDC), which offers a variety of training and professional consulting to small enterprises, usually for no charge. You can also check with university schools of business for more information about your local SBDC.

<http://www.doc.gov> – This link takes you to the U.S. Department of Commerce website, where you can find information about the Minority Business Development Agency (MBDA). The MBDA network includes development centers to promote the growth of minority-owned businesses, and assistance in locating financial sources and other services.

## *The Completed Proposal Packet Checklists*

The following checklists are designed to help you include everything you need in your completed proposal packet, whether your proposal is for a retail product, a non-resale product, or a service.

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <b><i>For All Product Vendors:*</i></b>   |
|                                     | 1. The completed Vendor (Product) Questionnaire   |
|                                     | 2. A copy of current Certificate of Liability Insurance   |
|                                     | 3. Product literature and price lists for all products to be considered                                     |
|                                     | 4. Sample(s)** (no perishables should be sent to the corporate office without prior notice of receipt date) |
|                                     | 5. Universal Product Code (UPC) compliance confirmation   |
|                                     | 6. EDI compliance   |
|                                     | 7. Information about vendor (e.g., finances, delivery track record, etc.)                                   |

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <b><i>For All Service or Non-Resale Product Vendors:*</i></b>  |
|                                     | 1. The completed Vendor (Service or Non-Resale Product) Questionnaire  |
|                                     | 2. A copy of current Certificate of Liability Insurance  |
|                                     | 3. Service or non-resale product literature; samples when applicable** (no perishables should be sent to the corporate office) |
|                                     | 4. EDI compliance  |
|                                     | 5. Information about vendor (e.g., finances, delivery track record, etc.)  |

\*Flying J will not be liable for any costs incurred by your company's efforts to meet Flying J standards

\*\*All samples become the property of Flying J, Inc.

**NOTE:** When sending proposal packet to a corporate office contact (see next page), please send all items together in one package (including samples).

## *Presenting the Proposal to Flying J*

Once the proposal packet is completed, it needs to be presented to the appropriate person at Flying J. Please follow the instructions outlined below.

**Local Vendors:** Contact the General Manager at the Flying J business in your area. New local vendor requests MUST begin at the local Flying J business.

**National Vendors:** Below is a table of product categories and the respective department or category managers at the corporate office. Locate the category that most closely fits your product or service and **ADDRESS THE PACKET TO THE ATTENTION OF THE APPROPRIATE MANAGER.**

Send your completed proposal package to the following Flying J address (street or post office box):

Flying J Inc. Corporate Headquarters

ATTN: **[Insert manager's name here]**

**If sending via regular mail, use:**

P.O. Box 150310  
Ogden, UT 84415

**If sending via parcel post, use:**

1104 Country Hills Drive  
Ogden, UT 84403

| <b>FLYING J CONTACTS FOR VENDOR PROPOSALS</b> |  |
|---|--|
| <i>Manager</i>                                | <i>Product or Service Categories</i>   |
| <i>Teri Black</i>                             | Restaurant products, services and supplies, pest control   |
| <i>Bron McCall</i>                            | Computer-related products  |
| <i>Mike Arave</i>                             | P.O.S. system equipment  |
| <i>Virginia Parker</i>                        | External advertising and marketing   |
| <i>Clayton Jaussi</i>                         | Office supplies  |
| <i>Bob Barnett/Kim Peterson</i>               | RV products, propane, internal (on site) advertising   |
| <i>Bob Barnett/Kim Peterson</i>               | Electronics, entertainment products (e.g., tapes, books, magazines, etc.), online store, clothing.   |
| <i>Bob Barnett/Kim Peterson</i>               | Scanning equipment and supplies, store signage, labels   |
| <i>Bob Barnett/Kim Peterson</i>               | All truck parts, hardware and trucking related items. Gifts, greeting cards, lightweight oil and additives, cleaning chemicals, loyalty program catalog sales.   |
| <i>Bob Barnett/Kim Peterson</i>               | Alcohol, all edible merchandise, tobacco, clothing, sundries, HABA (health and beauty aids)  |
| <i>Greg Valentine</i>                         | Owner provided new construction items, such as HVAC, structural and light gauge steel, fuel installation, all outdoor signage, gas & diesel canopies, exterior lighting, interior millwork, carpeting, window coverings, restaurant equipment, etc |
| <i>Dave Hall</i>                              | Store Design   |

All vendors who desire to sell items to Flying J C-Stores for resale must comply with the following requirements:

**UPC:** All products must have a UPC. If you desire to obtain more information about UPC's you can contact the Uniform Code Council on line at [www.uc-council.org](http://www.uc-council.org).

## ***General Contract Merchandise Terms...***

1. Vendors must include their vendor number on all invoices.
2. Vendors must submit electronic copies of each invoice to the Flying J corporate office via Electronic Data Interchange (Standard EDI) or Web EDI. Vendors must provide a paper invoice to each location showing cost, unless an order for a shipment was received electronically by the vendor. With electronic orders, only a packing slip should be sent. **No costs should show on a packing slip, only the electronic invoice sent to the corporate office is allowed to show cost.** The location will enter the received product into our receiving system, and that information will then be matched with the vendor's electronic invoice. *Payment is generated when your electronic invoice is reconciled with our receiving/AP system.* **NOTE:** For orders which require a paper invoice, it is very important that the invoice number on the paper invoice match the invoice number on the electronic invoice!
3. Vendors will be responsible to check the ftp server each day for 850 purchase orders.
4. All returning 855 purchase order acknowledgements must contain the exact purchase order number from the 850 purchase order. Items acknowledged can only be "accepted" or "rejected." Flying J will not accept items on back order status.
5. Each P.O., invoice and credit memo must have a unique document number which must not be repeated within a two-year period. A combination of a 7 digit store number and an 8 digit date may be used as the document number for a credit memo/invoice (i.e. Store number 0500584 may receive a credit memo dated 11/24/2003 with a document number of 050058411242003). Vendors should also send a copy of credit memos to the Flying J location where the purchase was made. All credits due to Flying J must be paid by cash or check, not in merchandise. This includes credits on guaranteed sales.
6. Credit amounts due will be net zero (taken immediately)
7. Product returns will be credited to Flying J at the current pricebook cost (including promotional items). Once a site converts to sending P.O.'s electronically, site will generate a "Credit Notice" with a unique document number for credit

due (product returned). The credit notice document will be included with the returned product. Flying J will deduct the credit amount immediately from the vendor's AP account. The credit notice will act as the notice to the vendor of credit taken.

8. Vendor product cost must include freight.
9. Vendor must be capable of receiving orders electronically from Flying J locations. All electronic order quantities will be sent as eaches with the exception of pop and beer vendors who will receive orders by case quantity.
10. A Flying J signature on an invoice indicates acceptance of quantity received only, not cost.
11. Vendor and Flying J are to agree upon and sign a merchandise contract indicating product cost and time period of the merchandise contract and other terms and conditions for all authorized products.
12. The merchandise contract will contain provisions that, in the event the vendor's cost for the product decreases, the product price charged to Flying J will also decrease.
13. If the product cost increases, a new price proposal must be submitted 30 days prior to the expiration of merchandise contract or the current merchandise contract will

continue until 30 days after notice is given.

14. Payment for products will be made based on contract price and only on authorized items.
15. **Vendors who provide products that will not be represented in the store by a shelf label will be required to mark products with a 12 digit UPC, product description (and the retail price for select products, retail price to be determined by Flying J). Vendor will be notified on a case by case basis.**
16. Payment terms will be determined as part of the merchandise contract agreed to between vendor and Flying J.
17. All discounts are to be shown in cost of each product.
18. Flying J will not accept invoices older than 12 months.

## Vendor (Product) Questionnaire

If you are presenting a product to Flying J Inc. for resale consideration, please complete this form. Please complete separate forms for each individual product submitted.

### Section I: Company information

Company Name and Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone ( \_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_ ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Tax ID No. or Social Security No. \_\_\_\_\_ Date Company Established \_\_\_\_\_

Type of Company (please estimate percentages if more than one):  
 Broker \_\_\_\_\_ Manufacturer \_\_\_\_\_ Service \_\_\_\_\_ Distributor \_\_\_\_\_ Manufacturer's Rep \_\_\_\_\_

Company Ownership:  
 Sole Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Billing Terms: \_\_\_\_\_ Do you have EDI (Electronic Data Interchange)? \_\_\_\_\_ Please comment below:  
 \_\_\_\_\_

Geographical service region? (local, regional, national) \_\_\_\_\_

Flying J Vendor No. (if currently doing business with Flying J) \_\_\_\_\_

Comments or notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Section II: Product information

Item description: \_\_\_\_\_

Item UPC No. \_\_\_\_\_

Quantity Discounts:

| Quantity<br>Range | FOB<br>Cost | Freight Paid<br>Cost to Each<br>Flying J Location | Suggested<br>Retail |
|-------------------|-------------|---|---------------------|
| _____             | _____       | _____   | _____               |
| _____             | _____       | _____   | _____               |
| _____             | _____       | _____   | _____               |
| _____             | _____       | _____   | _____               |

Coop Available \_\_\_\_\_ Rebates Available \_\_\_\_\_

Placement Allowance \_\_\_\_\_ Product shipped from: \_\_\_\_\_

Minimum Quantities \_\_\_\_\_ Quantities Available \_\_\_\_\_

Current Distributors of this Product:  
 MCLANE \_\_\_\_\_ BARJAN \_\_\_\_\_ DAS \_\_\_\_\_ OTHER \_\_\_\_\_  
 (Please list name)

### Section III: Certification

This will certify to Flying J that all information provided on this form is true and correct. This will also certify that I have read the Flying J Vendor Relations Information Packet, and agree to all requirements listed below (all boxes must be checked, with accompanying signature, for Flying J to consider your product proposal).

- EDI     Certif. of Insurance     On-Time Shipping     UPC  
 Gifts & Gratuities Policy     Vendor Agreement

Company: \_\_\_\_\_

Certified By (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. WE APPRECIATE YOUR INTEREST AND WILL CONTACT YOU BY FAX, E-MAIL OR LETTER WITHIN 15 DAYS. NO CALLS UNTIL AFTER THAT TIME PERIOD, PLEASE!**

If sending the proposal packet to Flying J's corporate office, please use the appropriate address listed below. Be sure to address the packet to the attention of the appropriate department or category manager (see [Flying J Contacts](#) on page 9)!

**Address to:** Flying J Inc. Corporate Headquarters  
ATTN: **[Insert manager's name here]**

**If sending via regular mail, use:**

P.O. Box 150310  
Ogden, UT 84415

**If sending via parcel post, use:**

1104 Country Hills Drive  
Ogden, UT 84403

## Vendor (Service or Non-Resale Product) Questionnaire

If you are presenting a service or non-resale product to Flying J Inc., please complete this form.

### Section I: Company information

Company Name and Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone ( \_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_ ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Tax ID No. or Social Security No. \_\_\_\_\_ Date Company Established \_\_\_\_\_

Type of Company (please estimate percentages if more than one):

Broker \_\_\_\_\_ Manufacturer \_\_\_\_\_ Service \_\_\_\_\_ Distributor \_\_\_\_\_ Manufacturer's Rep \_\_\_\_\_

Company Ownership:

Sole Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Billing Terms: \_\_\_\_\_ Do you have EDI (Electronic Data Interchange)? \_\_\_\_\_ Please comment below:

\_\_\_\_\_

Geographical service region? (local, regional, national) \_\_\_\_\_

Flying J Vendor No. (if currently doing business with Flying J) \_\_\_\_\_

Comments or notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Section II: Service/Non-Resale Product information

Service/Item description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Minimum Quantities \_\_\_\_\_ Quantities Available \_\_\_\_\_ Quantity Discounts for Products:

| Quantity<br>Range | FOB<br>Cost | Freight Paid<br>Cost to Each<br>Flying J Location |
|-------------------|-------------|---|
| _____             | _____       | _____   |
| _____             | _____       | _____   |
| _____             | _____       | _____   |
| _____             | _____       | _____   |

Product shipped from: \_\_\_\_\_

Current Distributors of this Product: \_\_\_\_\_

Notes or Comments (If necessary, please attach a separate sheet with further information) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Section III: Certification

This will certify to Flying J that all information provided on this form is true and correct. This will also certify that I have read the Flying J Vendor Relations Information Packet, and agree to all requirements listed below (applicable boxes must be checked, with accompanying signature, for Flying J to consider your proposal).

- EDI    Certif. of Insurance    On-Time Shipping    UPC  
 Gifts & Gratuities policy    Vendor Agreement

Company: \_\_\_\_\_

Certified By (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. WE APPRECIATE YOUR INTEREST AND WILL CONTACT YOU BY FAX, E-MAIL OR LETTER WITHIN 15 DAYS. NO CALLS UNTIL AFTER THAT TIME PERIOD, PLEASE!**

If sending the proposal packet to Flying J's corporate office, please use the appropriate address listed below. Be sure to address the packet to the attention of the appropriate department or category manager (see [Flying J Contacts](#) on page 9)!

**Address to:** Flying J Inc. Corporate Headquarters  
ATTN: **[Insert manager's name here]**

**If sending via regular mail, use:**

P.O. Box 150310  
Ogden, UT 84415

**If sending via parcel post, use:**

1104 Country Hills Drive  
Ogden, UT 84403