



Instructions:

IES uses a standardized form to let its suppliers know what information it expects them to submit when making a price increase request. The first section provides basic information and historical context. The second section requires the supplier to describe why it is making the request and what it has been doing to offset rising costs. The third section catalogs whatever supporting documents the supplier will attach to the request or are internally generated to understand the consequences of the request. The fourth section captures the approval signatures of a cross-functional team prior to the price increase request becomes effective. Please attach any additional documentation or excel spreadsheets as needed to document the request.

SECTION I of IV: Request Overview (To be completed by Supplier)

Requestor

Supplier Name: Date:

Main Contact: Phone:

Title: E-Mail:

IES locations(s) affected:

Request Details (attach spreadsheet if required)

Item(s)/Commodity:

Current Price (USD):

Estimated Annual Usage:

Requested Effective Date of Increase:

Proposed Price (USD):

Requested % increase:

Annual Dollar impact (price change X vol.):

Request Logic

Main reason for this request:

Subcomponent(s) driving request:

Relevant index(es)/ benchmarks:

Request History (Please provide 3 year pricing history if applicable)

Date of last increase request (this item(s) / commodity):

% change requested: Requested price:

% change granted: Price granted:

Date effective:

SECTION II of IV: Narrative (To be completed by Supplier)

Please answer the following questions in narrative form, with roughly one paragraph per question. Attach additional sheets as necessary.

Supporting documents to attach:

1. Item specific price list with new prices.
 2. Detailed breakdown of the cost structure of the item in question.
 3. Relevant indices to justify increases and track future price changes (up or down).
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1. What has changed such that this increase has become necessary and what are the underlying causes of this change?
 - a. Internal Business Conditions (Events within your organization)
 - b. External Business Conditions (Events outside your organization)
 2. Why weren't you prepared for this eventuality?
 3. What steps have you taken to keep your component costs stable, and how successful have those been?
 4. What steps have you taken to offset cost increases through other cost-cutting measures, and how successful have those been?
 5. What cost reduction actions can you suggest to help mitigate this cost increase or future cost increases?
 6. What are you planning to do to bring prices back to their previously arranged level, and when do you estimate that might take place?
 7. What market conditions should bring us back to previous pricing? (Be specific, so we know it when it happens).
 8. Do you expect this request to recur? If so, how can we work together to change that?
 9. What would you like us to do differently; beyond granting this price increase request to avoid and/or minimize future increases?
 10. If the increase is granted, what fixed price period of time can you offer?

Section III of IV: Supporting Documents (To be completed by Supply Chain Lead)

Examples of supporting documents are:

1. Switching costs analysis (as applicable).
 - a. Make vs. Buy analysis
 - b. Alternative supplier pricing sheet
2. Cost reduction alternatives.
3. Supplier switching plan (as applicable).

Section IV of IV: Supporting Documents

Approval signatures:

	Annual Impact		
	\$10k or less	\$10k to \$200k	\$200k or more
Crenlo Strategic Commodity Specialist			
Crenlo Director of Strategic Procurement			
Crenlo Controller			
Crenlo Sales (if applicable)			
IES Strategic Pricing or Commodity Manager	N/A		
Crenlo Director FP&A	N/A		
Crenlo President	N/A		
IES VP Global Supply Chain			
IES CFO	N/A	N/A	