Overview

This User Guidance document will assist you in completing the **Canteen Services Questionnaire**. For best results, please use Internet Explorer to complete the survey.

If you are unable to complete the survey during one session, click on the "Save" button at the bottom of the survey to retain your work. If you require the assistance of others in your organization to complete a portion of this survey, click the "Save" button at the bottom of the survey before forwarding the link.

The survey must be completed in entirety and must not contain blank boxes or "N/A" responses. Additionally, fields containing an asterisk (*) at the end are required fields and must be completed.

Unless you determine that you must Opt-Out (see page 2), all sections and questions must be completed before the survey can be successfully submitted.

Help:

Should you need assistance while completing the survey, please send your question along with a screenshot (if applicable) to **SCM_Contact@jabil.com**.

SUPPLIER NAME AND ACKNOWLEDGEMENT

1. Confirm that the Supplier Name is **your** company name. If this information is not accurate, contact the support team at SCM Contact@Jabil.com.





This questionnaire is intended for companies who specifically provide food & cafeteria services. If this is NOT your primary line of business, please go to the end of the form to "opt-out" and provide clarification to why this survey does not apply to your organization.

Follow the steps below to "opt-out":

- 1. Check the Box that indicates you have the authority to represent the company
- 2. Check the Box opt- out
- 3. Provide an explanation
- 4. Submit

	This survey is completed by
1	$oxed{\square}$ I acknowledge to have the authority to answer this form on behalf of the company (check the box, if "yes").

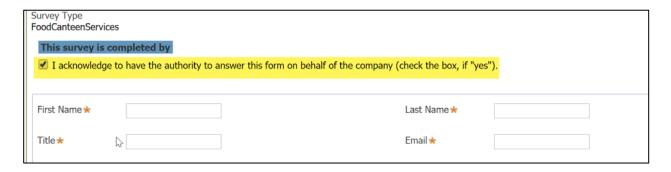
	Opt-Out
2	
	cafeteria services. If this is NOT your primary line of business then please click this clarification: "Opt-out" check box and provide clarification to why this survey does not apply to your organization. In this case, you may skip the remainder of this survey and click "Submit".
	Attestation. By submitting this form, supplier certifies the information provided is accurate and complete.
	Save Submit Close

If your company provides food & cafeteria services, then you may continue with the steps below to complete the questionnaire.

2. Acknowledge that you have authority to complete this questionnaire on behalf of your company by checking in the box, then enter your First (Given) Name, Last (Family) Name, Title and Email Address.



Note: If you do not have authority to complete this form, forward this email to the correct person within your organization.

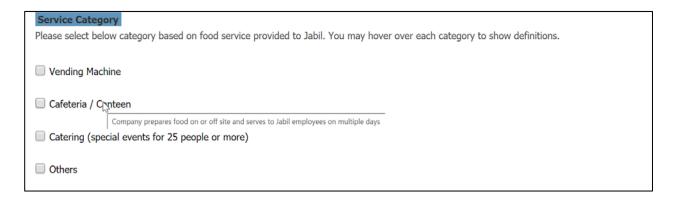


NOTE: Responses to certain questions may prompt sections with additional questions to appear. Please respond to any **required** * questions.

SERVICE CATEGORY

3. Check all categories that apply to the food service your company provides to Jabil. If your category is not listed, select "Other" and provide the name of the category.

Note: Use your cursor to hover over the text to the view the category definitions.

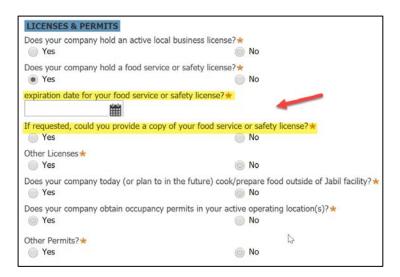


LICENSES & PERMITS

4. In this section, **indicate** if your company holds any of the following licenses and permits. **If "Yes"**, you will be prompted to answer additional questions.

Note: Please answer all required * prompted questions





NOTE: The following sections of questions are prompted by certain responses in the previous sections. If these sections of questions do not appear on your questionnaire that means your responses did not require additional follow-up questions.

REQUIREMENTS & CERTIFICATIONS

5. Jabil has a global requirement to assist food service suppliers to understand and meet Jabil's food safety standard and provide guidance on how to manage and reasonably minimize food borne pathogen illness associated with food safety during routine operation.

Note: Please use the link provided to review the Jabil food and safety requirements.

Have you reviewed 00-HS20-00025 Jabil Food Safety requirements? Select "Yes" if you reviewed the document. If "No", provide an explanation in the space provided.



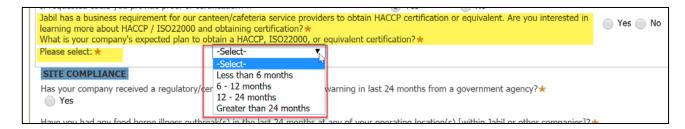


Check all active certifications that apply and indicate the expiration date of the certification. If you have a certification that is not listed, select "Other" and provide the name of the site certification and expiration date.

Indicate if you would be able to provide proof of certification if requested.



Jabil has a business requirement for our canteen/cafeteria service providers to obtain HACCP certification or equivalent. If your company does not have a HACCP/ISO22000 certification, then you will be prompted to answer the following questions.

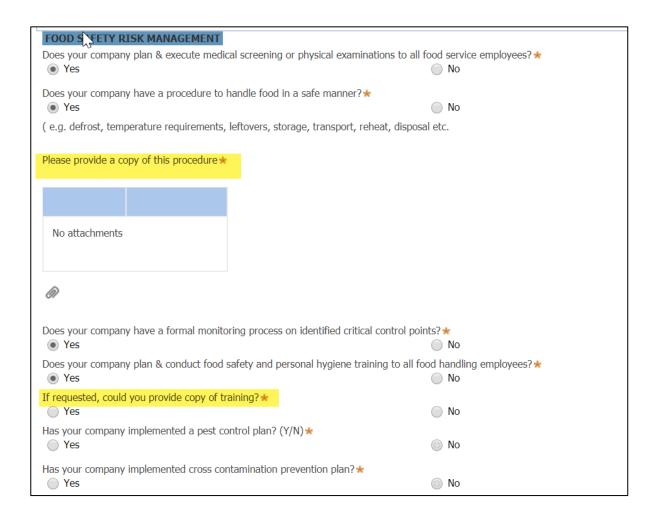


FOOD SAFETY RISK MANAGEMENT

6. In this section, indicate if the food safety methods apply to your company.

If "Yes", complete all additional questions.



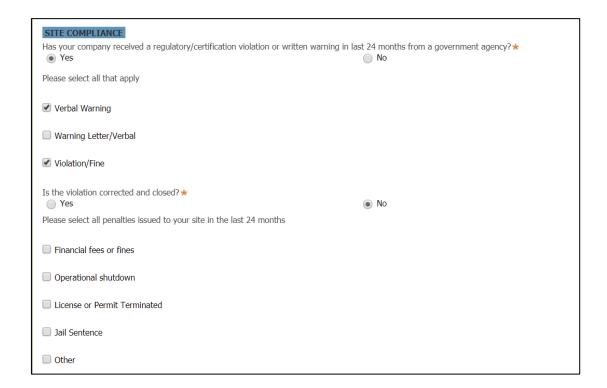


SITE COMPLIANCE

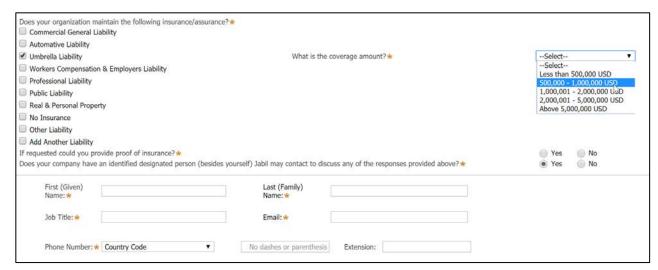
7. Indicate if your company received a regulatory/certification violation or written warning in the last 24 months from a government agency.

If "Yes", complete all additional questions associated with your response.





Respond to the insurance questions. Provide coverage amounts and additional information as prompted.



SURVEY SUBMISSION

8. After completing the survey, click Submit.





Note: After submitting the survey, you may see a **A** symbol next to a question. **This symbol denotes that a question has not been answered.** Please provide the necessary information and submit again.

The message below indicates that you have successfully submited the survey.

Thank you for completing this survey. As a valued partner of Jabil you may receive additional requests for information.

