**Notes on completing the form:**

* Use the Tab key to reach the next field.
* Please use the gray input fields only.
* Click on fields with your mouse.
* Comments can be made at the end of the form.

**Contents**

1. **Master data**
2. **Sales & employees**
3. **Quality management system**
4. **Purchasing and logistics**
5. **Product liability insurance**
6. **Code of conduct**
7. **Sub contractors**
8. **Comments**
9. **Attached documents**

# Master data

|  |  |
| --- | --- |
| Company:       | Phone:       |
| Street:       | Fax:       |
| Post code, Town/City:       | Internet:       |
| Country:       | Email:       |
| Legal form:       | Commercial register no.:       |
| Year founded:       | Dun & Bradstreet no.:       |
| Owner:       | Type of company:       |
| Affiliation:       | Function within the group:       |
| Is there a willingness (if applicable) to provide current excerpt from company or commercial register?If yes, please send as an attachment congatec | [ ]  Yes [ ]  No      |

|  |  |
| --- | --- |
| Please list the products/services your company offers: |        |

# Sales and employees

|  |  |
| --- | --- |
| Revenue in the last 4 years | Not applicable |
| Year |       |       |       |       |  |
| Revenue & currency |       |       |       |       |  |
| Number of employees |       |       |       |       |  |
| R&D expenses in % of turnover  |       |       |       |       | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sales region | Asia | USA | Europe | Other countries |
| % |       |       |       |       |
|  |  |  |  |  |
| Customer structure | Automotive | Industry | Communication | Entertainment | Computer | Others |
| % |       |       |       |       |       |       |
|  |  |  |  |  |  |  |
| Product groups |       |       |       |       |       |       |
| % |       |       |       |       |       |       |

# Quality management system

|  |  |
| --- | --- |
| Is a certified quality management system in place? | [ ]  Yes [ ]  No |
| If so, according to which standard(s)?  | [ ]  ISO9001[ ]  ISO14001[ ]  ISO13485[ ]  AS9100[ ]  ISO27001[ ]  IATFOther:       |
| Are audits by congatec possible? | [ ]  Yes [ ]  No |
| Is there willingness to enter into a quality assurance agreement? | [ ]  Yes [ ]  No |

# Purchasing and logistics

|  |  |
| --- | --- |
| Is there a willingness to enter into a framework supply contract and logistics agreements? | [ ]  Yes [ ]  No |
| Is there a willingness to enter into a non-disclosure agreement? | [ ]  Yes [ ]  No |
| To what extent are customers proactively informed in the event of a delay in delivery? |       |
| Does an early warning system exist in the event of a delay in delivery? If yes, please provide a description. | [ ]  Yes [ ]  No      |
| Is risk management actively used at your company?If yes, please provide a short description. | [ ]  Yes [ ]  No      |
| Is a business continuity management plan in place at your company?If yes, please provide a short description. | [ ]  Yes [ ]  No      |

# Product liability insurance

|  |  |
| --- | --- |
| Does extended product liability insurance exist? | [ ]  Yes [ ]  No |
| If yes, what is the total amount covered by the extended product liability insurance? |
|  | - Personal injuries |       / Year |
|  | - Pure financial losses |       / Year |
|  | - Damage to property |       / Year |
| Is worldwide coverage available? | [ ]  Yes [ ]  No |

# Code of conduct

|  |  |
| --- | --- |
| Do you accept the supplier code of conduct from congatec, which can be found under below link:<https://www.congatec.com/fileadmin/user_upload/congatec/congatec-supplier-code-of-conduct_en.pdf>Acceptance will be confirmed by signing this supplier self-disclosure. | [ ]  Yes [ ]  No      |
| According to which standard is your environmental management system and / or social and safety management system certified? (e.g. ISO 14001, OHSAS 18001, SA 8000, …)**If certified, please send us a copy of the certificate.** |       |
| If not, is certification planned? If yes, by when? | Click or type here to enter text.Click or type here to enter text. |
| Are all relevant national laws and regulations observed? | [ ]  Yes [ ]  NoClick or type here to enter text. |
| Are your sub-suppliers bound by agreements on the environment and a code of conduct? | [ ]  Yes [ ]  NoClick or type here to enter text. |

# Sub contractors

|  |  |
| --- | --- |
| Do you use subcontractors or third parties to provide services?If yes, which services are outsourced and how do you ensure they comply with your company's policies and standards?. | [ ]  Yes [ ]  No Click or type here to enter text. |

# Comments

|  |
| --- |
|       |

# Attached documents

|  |
| --- |
| Please include a copy of the following documents: |
| [ ]  | Company profile | [ ]  | Implemented Management Systems certificates (e.g. ISO 9001, ISO 14001) |
| [ ]  | Company organizational chart | [ ]  | Environmental policy |
| [ ]  | Quality policy | [ ]  | Annex 1 – Master data for supplier document |
|  |  | [ ]  | Annex 2 - Information security relevant checklist  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| Remarks: |

|  |  |  |
| --- | --- | --- |
|  |  |       ,       |
|  |  | .......................................................... |
|  |  | Signature     ,       |
|  |  | Name in capital letters, title |

# Annex 1 - Master data for supplier document

Invoicing party data

|  |  |
| --- | --- |
| **Full company name** |       |
| Street / House number  |       |
| Post code / City |       |
| Optional post office box |       |
| Optional post code / city for post office box |       |
| Country |       |
| Telephone number and extension |       |
| FAX number and extension |       |
| Contact person and email address |       |
| Website |       |
| VAT identification numbers (=UID) and countries |       |
| Optional commercial book no. / commercial register no. |       |
| Supplier classification | Wählen Sie ein Element aus. |
|  |  |
| Is optional RMA process for return of goods available?If so, contact person and email address | [ ]  Yes [ ]  No      |

Order address data (if different)

|  |  |
| --- | --- |
| **Warehouse information** |       |
| Street / House number  |       |
| Post code / City |       |
| Optional post office box |       |
| Optional post code / city for post office box |       |
| Country |       |
| Telephone number and extension |       |
| FAX number and extension |       |
| Contact person and email address |       |
| Website |       |
| VAT identification numbers (=UID) and countries |       |
| Optional commercial book no. / commercial register no. |       |

Supplying company data (if different)

Payment transactions

|  |  |
| --- | --- |
| Currency e.g. EURO, US Dollar, etc.) | Wählen Sie ein Element aus. |
| Name and address of the financial institution where the account is held. |       |
| IBAN no. |       |
| BIC / SWIFT CODE |       |
| Optional account number |       |
| Optional bank code number |       |
| Name and address of the financial institution where the account is held. |       |
| Payment terms  | Wählen Sie ein Element aus. |
| Incoterms | Wählen Sie ein Element aus. |
| Place of Performance |       |
| Note |       |

# Annex 2 – Information security relevant checklist (to be filled in by requestor)

|  |
| --- |
|  **Does the supplier have access to congatec internal information:** |
| **Product data** (all development & engineering data including source code, designs, components and all information that classifies a product | [ ]  Yes [ ]  No |
| **Customer data** (offers & contracts, invoice and all relevant financial data) | [ ]  Yes [ ]  No |
| **Supplier data** (offers & contracts, invoice and all relevant financial data, excluding data that only concerns this supplier) | [ ]  Yes [ ]  No |
| **Material data** (information about product components; excluding material supplied by him) | [ ]  Yes [ ]  No |
| **Employee data** (all information about the congatec personnel, including our employee needs) | [ ]  Yes [ ]  No |
| **Knowledge base data** (e.g. confluence) | [ ]  Yes [ ]  No |

|  |
| --- |
|  **Please check the following boxes if the statement on the left side is answered with yes:** |
| Does the purchased good have access to, process, or store internal congatec information (e.g. software or computer hardware)? | [ ]  Yes [ ]  No |
| Does the supplier work on a project that we want to sell as a product (e.g. outsourced development, freelancer)? | [ ]  Yes [ ]  No |
| Does the supplier need physical access to congatec premises beyond the reception area? | [ ]  Yes [ ]  No |
| Does the supplier need access to information systems on which congatec internal information is stored? | [ ]  Yes [ ]  No |
| Does the supplier provide hardware, software or services that are specifically intended to contribute to the continuity or improvement of the information security management systems (ISMS)? | [ ]  Yes [ ]  No |
| **Safety relevant supplier?** |
| please answer with yes if one of the above questions has been answered with yes | [ ]  Yes [ ]  No |