**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  IATF  Other: |
| 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  No  Click or type here to enter text. |
| Are your sub-suppliers bound by agreements on the environment and a code of conduct? | Yes  No  Click 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 |