**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. **Code of conduct**
3. **Comments**
4. **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: |

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

# 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 |
| Are all relevant national laws and regulations observed? | Yes  No  Click or type here to enter text. |

# Comments

|  |
| --- |
|  |

# Attached documents

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please include a copy of the following documents: | | | | | |
|  | | 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** |  |
| Contact person and email address |  |
| VAT identification numbers (=UID) and countries |  |
| Supplier classification | Wählen Sie ein Element aus. |
| 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)

|  |  |
| --- | --- |
| **Please check the following boxes if the statement on the left side is answered with yes:** | |
| 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 |