**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**

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14. **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: |  |

1. **Sales & company information**

|  |  |
| --- | --- |
| **Responsible people:** | **Name, phone, fax, e-mail:** |
| Management / Executives |  |
| HR |  |
| Environment |  |
| Research |  |
| Development / Construction |  |
| Sourcing / Purchasing |  |
| Quality |  |
| Production |  |
| Logistics |  |
| Sales |  |

| **How many employees do you have in the following functions?** | Number of employees Division / location / Total . | |
| --- | --- | --- |
| Management / Executives |  |  |
| Sales |  |  |
| Logistics |  |  |
| Quality |  |  |
| Environment |  |  |
| HR |  |  |
| Production |  |  |
| Development / Construction |  |  |
| Research |  |  |

* 1. **Strategy**

|  |  |
| --- | --- |
| Short description of the strategic direction of your company. |  |
| What are your special strengths and how are you clearly differentiated from your competitors? |  |

* 1. **Key financial figures**

(Information for the last three years) Year 20      20      20

|  |
| --- |
| **Net sales\***      \*= in currency: |

|  |  |  |  |
| --- | --- | --- | --- |
| Company |  |  |  |
| Group (if affiliated) |  |  |  |
| **Operating result\*:** | | | |
| Company |  |  |  |
| Group (if affiliated) |  |  |  |
| **EBIT\*:** |  |  |  |
| Company |  |  |  |
| Group (if affiliated) |  |  |  |
| **Net profit\*:** |  |  |  |
| Company |  |  |  |
| Group (if affiliated) |  |  |  |
| **Research and development costs\*:** |  |  |  |
| Company |  |  |  |
| Group (if affiliated) |  |  |  |
| **Number of employees:** |  |  |  |
| Company |  |  |  |
| Group (if affiliated) |  |  |  |
| **Export share in %:** |  |  |  |
| Company |  |  |  |
| Group (if affiliated) |  |  |  |
| **Investments\*** |  |  |  |
| Company |  |  |  |
| Group (if affiliated) |  |  |  |

|  |  |
| --- | --- |
| Do you have an annual report? If yes, please send us a copy. | Yes  No |
| If yes, please send us a copy annually, for information purposes. | Yes  No |

* 1. **Products / customers**

|  |
| --- |
| **Markets and revenue share** |
|  |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Customers / large customers:** | Branch: | Country: | Sales share (app.) % |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. **Cooperation**

|  |  |
| --- | --- |
| Do you want to work closely together with congatec, in a partnership, treating congatec as a key customer? | Yes  No |
| If yes, are you prepared to enter medium- to long-term agreements with congatec? | Yes  No |
| Are you prepared to offer new and further developed products to congatec in advance and on an exclusive basis? | Yes  No |
| Do you have exclusive agreements with other customers for products that congatec may wish to purchase? | Yes  No |

1. **Technology**

|  |  |
| --- | --- |
| Which technologies / manufacturing processes are your core competencies? |  |
| Which test processes are your core competencies? |  |
| In which field do you have technology leadership? |  |
| Which additional technologies / manufacturing processes do you use? |  |
| Which manufacturing or production or production processes have you outsourced? |  |
| Can you make a machine or facility list? If yes, please include. | Yes  No |
| What traceability level do you use? |  |
| Do you have own engineering competence / resources for the qualification and improvement of the production processes? | Yes  No |

1. **Production**

|  |  |
| --- | --- |
| How many production working days do you have per year? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| How is your production organized? |  |  | **Days per week** |
| Single shift | Yes  No | Hours/day |  |
| Two shift | Yes  No | Hours/day |  |
| Three shift | Yes  No | Hours/day |  |

1. **Development & new product introduction**

|  |  |
| --- | --- |
| Do you carry out product development?  Examples: | Yes  No |
| Do you develop individual parts, components or complete products? |  |
| Are you capable of assuming full responsibility for developing products, from initial or final product descriptions, right through to readiness for serial production? | Yes  No |
| Are you capable of assuring a structured and secured new product introduction? (e.g. according to ISO / Standard, PPAP (production part approval process)) | Yes  No |
| What additional methods do you use in product development? (e.g. QFD (Quality Function Development)  DFA (Design for Assembling), FMEA (Failure mode and affect analyses), SPC (statistical process control) |  |
| In the development process: Do you thoroughly take environment-relevant EU guidelines and requirements, listed under point 6, into consideration? | Yes  No |
| Can you make functional models, prototypes and pilot lots, test material, available on short notice? | Yes  No |

1. **Efficiency**

|  |  |
| --- | --- |
| Do you believe that your company can lay claim to cost leadership? | Yes  No |
| Are you capable of offering competitive prices? | Yes  No |
| Are you prepared to reveal your product cost structure to enable an ongoing increase in efficiency (open book policy)? | Yes  No |
| Are you prepared to pass on cost reductions to congatec according to their effectiveness? | Yes  No |
| How high was the average annual increase in productivity (value added) over the last three years? |  |
| How do you organize your purchase (local vs. corporate purchasing)? |  |
| Do you buy parts directly from original component manufacturers?  If yes, which one? | Yes  No |

1. **Quality**
   1. **Quality management**

|  |  |
| --- | --- |
| Have you installed a quality management system? | Yes  No |
| What are the standards used to certify your quality management system? (e.g. ISO 9001, ISO / TS 16949, ISO13485 and others if certified) |  |
| Are you able to provide an AEO certificate? | Yes  No |
| Which certification organization are you certified by? If certified, please send us a copy of the certificate.  Please tell us the expiry date of your certificate. |  |
| When did the last certification audit take place? |  |
| Are you periodically audited by your customer?  If yes, by which customer: | Yes  No |

* 1. **Quality assurance**

|  |  |
| --- | --- |
| Are you prepared to conclude quality assurance agreements with congatec? | Yes  No |
| Is the entire system, from procurement through delivery to the customer, ensured with corresponding quality systems and methods? | Yes  No |
| Are the quality assurance process and methods documented? | Yes  No |
| Are your sub-suppliers included in your quality assurance agreements? | Yes  No |
| Are your sub-suppliers systematically qualified and evaluated?? | Yes  No |
| Are there comprehensive manufacturing and testing plans for incoming goods, manufacturing and final inspections? | Yes  No |
| Are the testing results documented and assessed? | Yes  No |
| Depending on the product can you make supplier-related  inspection certificates, analysis certificates and inspection results’ documentation available to us? | Yes  No |
| Is your inspection equipment (IMTE, inspection measurements test equipment) systematically monitored and are the results documented? | Yes  No |
| Are internal quality audits carried out as part of a continuous improvement process? | Yes  No |
| Are you prepared to grant congatec, (approvals authorities, etc.), access to carry out evaluation and process audits? | Yes  No |
| Do you have PPM targets agreed with your customers?  If yes, with which of your customers respectively how much PPM? | Yes  No |

1. **Code of Conduct**
   1. **General**

|  |  |
| --- | --- |
| 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 |
| 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? |  |
| Are all relevant national laws and regulations observed? | Yes  No |
| Are your sub-suppliers bound by agreements on the environment and a code of conduct? | Yes  No |

* 1. **Environmental responsibility**

|  |  |
| --- | --- |
| Do you ensure that chemicals are labeled, used and stored according to legal regulations and safety data sheets? | Yes  No |
| Are dangerous goods handled, stored and disposed of according to legal regulations and safety data sheets? | Yes  No |
| Is your company listed as a possible or definitive hazardous waste site? | Yes  No |
| Are the relevant international and national guidelines and laws observed? | Yes  No |
| Do your products coincide with laws and guidelines of the European Union?  RoHS RL2002/95/EG of January 27, 2003 + supplements  WEEE EU directive 202/96/EG + supplements  REACH: regulation (EG) no. 1907/2006 on the registration, assessment, approval and limitation of chemical materials  PAH (polycyclic aromatic hydrocarbons) in rubber and plastic products  EU list of forbidden materials, supplemented by congatec  Other: | Yes  No |
| Have measures been implemented that are aimed at the continuous reduction of waste and air, ground and water emissions? | Yes  No |
| Have measures been implemented that are aimed at the continuous improvement of energy efficiency in production processes? | Yes  No |
| Do you render account indicators annually using Global Reporting Initiatives (GRI)? | Yes  No |

1. **Risk of business interruption**

|  |  |
| --- | --- |
| Have you installed a formal risk management? | Yes  No |
| Which preventative measures have you installed regarding fire, explosion, flooding and earthquakes? | **Fire/explosion:**  **Flooding:**  **Earthquake:** |
| Have you implemented strategies to cover any possible business interruptions (insolvency, elementary, environmental)? | Yes  No |
| Do you have a plan for maintaining operations in case of the above-mentioned risks and is the interruption period (time required to reestablish production facilities and repair/reconstruct buildings) defined? | Yes  No |
| Have you concluded adequate loss insurance and how much is the coverage? | Yes  No |
| Have you concluded product liability insurance and how much is the coverage? | Yes  No |

1. **Logistic / warehousing**

|  |  |  |
| --- | --- | --- |
| Are your installed structures, processes and systems able to ensure complete, on-time deliveries? | Yes  No | |
| Do you measure delivery performance (on time delivery, order completeness, product availability)? | Yes  No | |
| Can you make these statistics available to congatec on the basis of product and customer? | Yes  No | |
| Are you able to ensure a comprehensive logistics-based customer service? (E.g. covering delivery deviation information, delivery information, scheduling clarifications and complaint recording and handling) | | Yes  No |
| Do you have experience with the worldwide export of products in doing business as an allied manufacturer (direct delivery to third parties) as well as in the creation of required export documents? | | Yes  No |
| Are your logistics processes documented in a comprehensible / clear way? | | Yes  No |
| What systems do you use? (e.g. SAP, …) | |  |
| What interfaces to customers, experience with EDI, and level of sub-supplier integration do you have? | |  |
| Do you have dedicated company holidays (production/administration closed)?  Can you continue to ensure deliver goods during these periods?  If yes, through what measures? | | Yes  No    Yes  No |
| How do you run/manage your delivery warehouse?  ourselves  through a logistics service provider  through others | |  |
| Is there a possibility to make warehouse space (raw materials, components and finished products) available to congatec? | | Yes  No |
| Air freight shipments: are you registered as a “known sender” with your responsible air transport authorities (according to EU regulation 2320/2002 or the corresponding legal regulations for the particular country)? | | Yes  No |
| Are you offering logistic concept?  If yes, which ones? | | Yes  No |

1. **Agreements**

|  |  |
| --- | --- |
| Are you prepared to enter into supplier agreements (price and productivity targets, code of conduct, logistics processes, and performance goals) with congatec? | Yes  No |
| Are you prepared to conclude agreements with congatec, on quality and the environment, which foresee you taking full responsibility in these areas? | Yes  No |
| Can you agree to the mutual exclusion of general business or purchasing conditions? | Yes  No |

1. **Comments**

|  |
| --- |
|  |

1. **Attached documents**

|  |  |
| --- | --- |
|  | **E-Mail attachment** |
| Corporate vision / mission statement / principles |  |
| current excerpt from company or commercial register |  |
| Annual report |  |
| Machine list / facility list |  |
| Copy of QA-certifications |  |
| Annex 1 – Master data for supplier document |  |

**Annex 1 - Master data for supplier document**

|  |  |
| --- | --- |
| **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 |

|  |  |
| --- | --- |
| **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. |  |

**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. |