Supplier self-assessment

1. Company

Company name:	
Street:	
Postcode/location:	
Phone:	
Fax:	
Email:	
Internet site:	

2. Status

Relationship	☐ already in business ☐ new ☐ reactivating
Type of Company	☐ Manufacturer ☐ Retailer ☐ Distributor

3. Personal contacts

Personal contact in executive team

Surname, first name	
Phone extension	
Fax	
Email	

Personal contact in sales

Surname, first name	
Phone extension	
Fax	
Email	

Personal contact in logistics

Surname, first name	
Phone extension	
Fax	
Email	

Personal contact in accounting

Surname, first name	
Phone extension	

Fax	
Email	

Personal contact in quality management

Surname, first name	
Phone extension	
Fax	
Email	

Personal contact in environmental protection

Surname, first name	
Phone extension	
Fax	
Email	

Personal contact in waste disposal

Surname, first name	
Phone extension	
Fax	
Email	

Personal contact in REACH

Surname, first name	
Phone extension	
Fax	
Email	

4. Production locations/number of employees

Is your company	☐ Retailer ☐ Producer
Number of employees	

5. Bank details

Name of bank	
Location of bank	
Sort code	
Account number	
Swift code	
IBAN	

6. VAT ID no. / tax no.

VAT ID no.	
Tax no.	

7. Delivery conditions/payment conditions

Delivery conditions (subject to another agreement with EGO)	
Payment conditions (subject to another agreement with EGO)	
How high was your most recent price increase and when did it occur?	

8. Questions on insurance

Is business and production liability insurance coverage available?	☐ yes ☐ no
Company	
Level of coverage	
Is the production liability insurance valid worldwide?	
Are the extended product liability risk as well as the costs of inspection and sorting insured?	☐ yes ☐ no
Company	
Level of coverage	
Is the production liability insurance valid worldwide?	
Is transportation insurance coverage available?	☐ yes ☐ no
Company	
Level of coverage	

9. Questions on procurement

Is the supplier prepared to stock parts on request?	☐ yes ☐ no
Does the average delivery time amount to more than two weeks?	☐ yes ☐ no
If yes: How long is the delivery time with parts that are not held in stock?	
If yes: How long is the throughput time with parts that are not held in stock?	

How high is your current delivery reliability with other customers?	
Are the precursor products and/or products subject to an expiry date?	☐ yes ☐ no
How is a supply guaranteed in the event of e.g. fire, machine failure, etc.? Are there emergency plans?	☐ yes ☐ no
If so, what are they like?	
How secure is the logistics in the event of natural disasters?	

10. Questions on REACH

Does your company work according to the REACH legislation? If yes, please enclose confirmation of the self-disclosure	☐ yes ☐ no

11. Questions on quality management

- In the case of certification of the quality management system, please only fill out the two items below - In the case of non-certification, please also fill out the "Questionnaire on supplier assessment – not a certification of quality management"	
Is the QM system certified?	☐ yes ☐ no
If yes: According to which standard was the system certified? (Please enclose a copy of the certificate)	

12. Questions on environmental management

- In the case of certification of the environmental management system, please only fill out the two items below - In the case of non-certification, please also fill out the "Questionnaire on supplier assessment – not a certification of environmental management"	
Is the QM system certified?	☐ yes ☐ no
If yes: According to which standard was the system certified? (Please enclose a copy of the certificate)	

13. Risks

Do you have a supplier management?	☐ yes ☐ no
Are the interfaces between the client and supplier clear?	☐ yes ☐ no
Is the market position of the supplier secure?	☐ yes ☐ no
Is there a risk that the supplier will use its know-how for products of other customers?	☐ yes ☐ no
Can the supplier itself offer your products with your know-how?	☐ yes ☐ no
Have you been informed about political instabilities so that you can take prompt action in emergency situations?	☐ yes ☐ no

Have you previously been audited by other well-known customers?	☐ yes ☐ no

14. Non-Dual-Use Statement

Definition:
Control of exports, brokering, technical assistance, transit and transfer of dual-use items

According to the following regulations:
EU: Annex I of the Regulation (EU) 2021/821
DE: Export List Part I Section B, Annex 1 of the Foreign Trade and Payments Ordinance

Confirmation:
We confirm that for

☐ all our products

☐ the following products

Item code	Item description

no export permissions for dual-use items are required. The goods are not listed on any of the following export lists:
EU: Annex I of the Regulation (EU) 2021/821
DE: Export List Part I Section B, Annex 1 of the Foreign Trade and Payments Ordinance

Other comments and information

Place, date	Department	Stamp and signature