|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Author / Date** |  | | |  |
|  | | | | |
| **1. General information** |  | | | |
| Vendor number [if already available] |  | | | |
| Company name / Legal form |  | | | |
| Street / Street address |  | | |  |
| Postal Code / City |  | | | |
| Telephone number / Fax number |  | | |  |
| E-Mail / Corporate website |  | | | |
| IBAN / BIC |  | | | |
| VAT No. / Tax number |  | |  | |
| Terms of payment | RIEGLER  On the 10th and 25th of the month with 3% discount  (billing date of 1- 15, on the 25th of the month; billing date of 16-31, on the 10th of the following month)  Other | | | |
| Terms of delivery | EXW  FOB  CIF  DDP  Other | | | |
| Founding year |  |  | | |
| Shareholders [Number / Naming] |  |  | | |
| Independent enterprise / Group Affiliation |  | | | |
| Manufacturing site(s) (address) Total [Number / Naming] |  |  | | |
| Supplying manufacturing site(s) |  | | | |
| Potential competitors |  | | | |
|  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2. Contact person (for RIEGLER)** | Title /  Name | Function | | Telephone | Fax |
| Sales Director |  | | | | |
| Sales Manager |  | | | | |
| Salesman / Key Account Manager |  | | | | |
| Sales force |  | | | | |
| Quality Management |  | | | | |
| Accounting |  | | | | |
| Development |  | | | | |
| Engineering |  | | | | |
| Logistics |  | | | | |
| Production |  | | | | |
| Number of employees | Total | | Direct Production Dept. | Quality Management | |
|  |  | |  |  | |
| Organisation chart attached | Yes | | No | | |
|  | | | | | |
| **3. Key figures [p.a.] of the previous year** | **Key figure** | | | **Comment** | |
| Currency |  | | | | |
| Annual sales |  | | |  | |
| Group sales (if available) |  | | |  | |
| Investment volume / Share |  | | |  | |
| Purchase volume |  | | |  | |
| Revenue share with A customers |  | | |  | |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4. Other information** |  | | | | |
| Does a non-disclosure agreement exist? | Yes | | No | | |
| Do the delivery products contain hazardous substances according to the REACH Regulation?  If yes, please enclose verification.  Please note that for the delivery of your products you must comply unsolicited with your obligations under clause 33 of the REACH regulation (EC No. 1907/2006). | Yes | | No | | |
| Does the delivery contain any hazardous products? | Yes | | No | | |
|  | | | | | |
| **5. Product-related information** | | | | | |
| Please enclose a list of product groups, including sales shares. |  | | | | |
| Which product groups are part of the supply relationship (including sales figures)? |  | | | | |
| Please state your most important reference customers. |  | | | | |
| Which production processes do you have? |  | | | | |
|  | | | | | |
| **6. Supply relationships and classifications** | | | | | |
| **6.1**   **Supply relationship - customer** |  | | | | |
| What call-up procedures do your customers use? |  | | | | |
| What call-up procedures can we use with you? (e.g. volume contract, consignment stock ...) |  | | | | |
| Which options concerning data exchange with customers do you have? | EDI  BMECAT | | | | |
|  | | | | | |
| **7. Questions on Quality Management** |  | | | | |
| Is there a documented QM System? | Yes | No | | Planned until | Comment |
| Which rules are used to certify the QM System? **Please enclose the valid certificate.** |  | | |  | |
| If only planned, according to which rules? |  | | |  | |
| What are the corporate objectives? |  | | |  | |
| What is the quality policy? |  | | |  | |
| Is there a written procedure for handling documents? | Yes | | | No | |
| Is there a written procedure for handling records? | Yes | | | No | |
| Is there a description of the processes for the planning of the performance of services? | Yes | | | No | |
| How and when are bought-in components checked? |  | | |  | |
| How and when are produced products checked? |  | | |  | |
| Which tests cannot be performed by the company itself? |  | | |  | |
| Is there a systematic test equipment monitoring? | Yes | | | No | |
| Are internal quality audits carried out? | Yes | | | No | |
| Are audit reports available from other customers?  If so, from whom? | Yes | | | No | |
| Is there a written procedure for handling defective parts? | Yes | | | No | |
| Are internal rejects and warranty cases statistically recorded and utilized for quality improvement? | Yes | | | No | |
| Is there a written procedure for handling corrective measures? | Yes | | | No | |
| Is there a written procedure for handling preventive measures? | Yes | | | No | |
|  | | | | | |
| **The questions on quality management were answered by** | | | | | |
| Print name / date / place  Signature |  | | | | |

Comments of the Supplier:

|  |
| --- |
|  |

**!! Attention !! To be filled in by QM/Purchase and PM/PJM**

**Resulting assessment**

**Yes No Yes No**

New supplier   New product- / assortment

Supplier specification   
of the customer   Requirements are met

Supplier approved

Previous experiences

Strengths of the Supplier

Weaknesses of the Supplier

**The consent of the quality assurance is required for approval of the suppliers for supplier sales of   
≥75,000 € p.a.**

**Exceptions to this rule are suppliers of general auxiliary and operational materials.**

PM/PJM: 21.02.2017 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Signature**

QM: 21/02/2017 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Signature**

Purchase: 21/02/2017 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Signature**