**Supplier Information Request Form**

# Introduction

Datwyler is constantly looking for new suppliers to provide materials or services for new projects and as well as for alternative suppliers. Answers on questions in this request form are information that support Datwyler’s selection process by giving a first overview of provider’s abilities, certifications and financial health. The information provided in the end of this document highlights Datwyler’s selection criteria.

The information requested in this questionnaire are given voluntarily, however the less accurate the questionnaire is completed the less probable it is to be selected.

Datwyler’s expectations towards providers in the quotation process are as follows:

1. Receive material / service specification, volume scenario, supporting documents (if any) and information like INCO terms and payment conditions. Additionally, following documents are received:
	1. Supplier Information Request Form (this document)
	2. Supplier Code of Conduct
	3. General purchasing conditions
	4. Supplier Quality Agreement
	5. Non-Disclosure Agreement (optional)
2. Work out the **quotation**, fill in **Supplier Information Request** and if needed sign the Non-Disclosure Agreement and send all documents back to Datwyler purchasing department  **by the due date**.
3. Check and sign the Supplier Code of Conduct and the Supplier Quality Agreement and send them in due time to Datwyler purchasing department. Also attach your latest certificate(s) of ISO 9001, ISO/TS 16949, ISO 17025, etc. if any of it is applicable.
4. If needed Datwyler will contact you to organize an initial audit. This is particularly done with serial production providers for metal and plastic parts, outsourced manufacturing or trading goods.
5. Datwyler purchasing will contact you for additional information, price and terms negotiation, to award the business or to reject the quotation.

Remark for suppliers already doing business with Datwyler: Please fill in all information that has changed since the last time this from was filled in and complete the **product related risk assessment**, chapter 12.

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| Basic information |
| Datwyler expects to receive the completed request form from the **manufacturer** as well as from the **distributor** of the requested material or service. Datwyler expects the distributor to forward this document to the corresponding manufacturer and to receive both completed copies. |
| [ ]  Distributor | [ ]  Manufacturer |
| Full Company Name: |  |
| Address: |  |
| Homepage: |  |
| DUNS number (**Data Universal Numbering System)**: |  |
| Name of Corporate Group (if available) |  |

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| --- |
| Company-specific information |
| Contacts / Business availability |
| **Function** | **Name** | **Phone** | **Fax** | **e-mail** |
| General Manager |  |  |  |  |
| Quality Manager |  |  |  |  |
| EHS Manager |  |  |  |  |
| Operations Manager |  |  |  |  |
| Sales Manager |  |  |  |  |
| Logistics Manager |  |  |  |  |
| Sales Representative |  |  |  |  |
| R&D Manager |  |  |  |  |
| Administrative contact |  |  |  |  |
| Product Safety Representative (PSR) |  |  |  |  |
| Number of employees |
| Production |  | Sales |  |
| QA / QM |  | Top Management |  |
| R&D |  | Others |  |
| Tool Shop |  | **TOTAL:** |  |

|  |
| --- |
| Key financial figures |
| Calendar year | 20\_ \_: | 20\_ \_: | Budget 20\_ \_: |
| Sales: |  |  |  |
| EBIT / Profit: |  |  |  |
| Investments: |  |  |  |
| Does your company has a certified QM system?Please check as appropriate, and attach the latest certificate:1.
 |
| **ISO 9001**: **[ ]**  **ISO/TS 16949**: **[ ]**  |
| If none: Are you planning a certification according ISO 9001 or TS 16949 soon?  |
|  Planned introduction date ISO 9001: |  |
|  Planned introduction date ISO/TS 16949: |  |
| Do you carry out initial sampling / acceptance procedures as per VDA and/or QS 9000?  |  Yes, VDA Yes, QS9000 None [ ]  [ ]  [ ]  |
| Do you use design and/or process FMEAs? |  Yes No [ ]  [ ]  |
| Which advance quality planning system do you use? |  |
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| Environmental and safety management |
| Does your company has an environmental management system in place? [ ]  EMAS II (EC 761/2001) [ ]  ISO 14001 [ ]  other Not yet in place, but planned for 20\_ \_ [ ]  EMAS II (EC 761/2001) [ ]  ISO 14001 [ ]  other |
| Does your company has a safety management system in place? [ ]  OHSAS 18001 [ ]  other:  Not yet in place, but planned for 20\_ \_ [ ]  OHSAS 18001 [ ]  other: |
| Have you setup another management system in your company that includes safety and environmental protection? If so, which one?............................................................................. | Yes[ ]  | No[ ]  |
| Are there audits conducted on environmental and safety protection in your company? If so, by whom? [ ]  Internal auditor  [ ]  External auditor | Yes[ ]  | No[ ]  |
| Are the following processes / products regularly audited to determine their impact on the environment? Production processes Supply and disposal processes Products | Yes[ ] [ ] [ ]  | No[ ] [ ] [ ]  |
| Are environmental aspects considered in your product planning?  | Yes[ ]  | No[ ]  |
| Is your company registered with IMDS (International Material Data System)? If yes, please state your ID:…………………… | Yes[ ]  | No[ ]  |
| Are environmental aspects part of a written procedure or policy? | Yes[ ]  | No[ ]  |
| Are environmental protection measures and results documented in your company? | Yes[ ]  | No[ ]  |
| Have you defined targets to improve environmental protection in your company, and do you document the progress? | Yes[ ]  | No[ ]  |
| Are your employees regularly briefed and trained on the subject ofenvironmental protection and safety standards? | Yes[ ]  | No[ ]  |
| Are you working to improve environmental protection at your suppliers or subcontractors? | Yes[ ]  | No[ ]  |
| Insurance Coverage |
| Does your company has insurances in place, covering following damages? | [ ]  Does an extended product liability insurance exist? |
| [ ]  Personal injury (staff) coverage per claim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  Damage to property coverage per claim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  Financial loss coverage per claim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  Recall recovery costs coverage per claim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What is the deductible per claim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| Customers |
| Which customers do you supply in the automotive industry with the biggest impact on your sales result? | Customers / Products | % of sales |
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| Global presence: where are your production plants / sales offices located?(If available and if needed, please attach plant organizational chart, what is produced where) |
| Production plants:(for products in quote) |  |
| Sales offices: |  |
| In which currencies do you quote? |
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| Production capability |
| What kind of production processes do you cover in house? |  |
| What kind of operations do you offer that are outsourced? |  |
| CAD data |
| In which CAD software formats can you receive / exchange data? |  |
| Risk Assessment (product related) |
| Does your company have a back-up location for the product(s) Datwyler is interested in, in case production on one location would cease due to force majeure? | Yes[ ]  | No[ ]  |
| Do you work generally with single suppliers for major raw materials or do you use multiple sources for one project? | Multiple[ ]  | single[ ]  |
| Is the product Datwyler is asking for of strategic importance for your company?How much of your current turnover is made with similar products: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% | Yes[ ]  | No[ ]  |
| Are you aware and following the procedure that no process changes are allowed without prior written request and formal approval process? | Yes[ ]  | No[ ]  |
| Datwyler requires suppliers to sign a policy that process changes need to be notified at least 6 months ahead of a planned change date. Would you agree to sign this requirement in our *quality agreement?* | Yes[ ]  | No[ ]  |
| In case your company would decide to discontinue a product provided to Datwyler, are you willing to produce and to sell a quantity of goods that represents a demand of 24 months based on the average supply of the last 12 months? | Yes[ ]  | No[ ]  |
| Does your company have a Business Recovery Plan and a Business Continuity Plan to be prepared for unplanned emergency events or acts of God? | Yes[ ]  | No[ ]  |
| Delivery terms |
| Datwyler prefers suppliers that deliver DDP (“delivered duty paid” according to Incoterms 2010) to the respective ordering plant. Is your company willing to offer DDP terms for Datwyler? | Yes[ ]  | No[ ]  |
| If not DDP, what delivery terms does your company offer: |  |
| Supplier comment(Do you wish to share your comments, ideas or wishes, then please include them in below section?) |
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# Information about supplier selection criteria

Datwyler supports equal opportunities for suppliers that are quoting for the same material or service. We are selecting automotive suppliers based on following criteria:

#### Ability to meet requirements

* We prefer suppliers that are easy to do business with and that are willing to sign supply contracts, our Supplier Quality Agreement and our Supplier Code of Conduct.
* We prefer suppliers that support us proactively with filling in IMDS or Conflict Minerals requirements and that support REACh registrations and other regulatory requirements, if applicable.
* Our products are based on specifications that are aligned with our customers’ requirements. A supplier that is fulfilling our specifications and is willing to support us more than others, will be preferred in case this is the only decisive parameter.
* Our customers are setting quality targets that we translate into targets for our suppliers. A supplier that is willing and that can prove a better adherence to set targets will be preferred.

#### Financial risk / credit rating

* Due to risk mitigation, we prefer suppliers with a good credit rating. In case of equivalent offers, a better credit rating might be a determining factor to select a vendor.

#### Compliance with ISO 9001 & ISO/TS 16949

* Our minimum requirement for automotive suppliers is a certification according ISO 9001 issued by an accredited certification body.
* We prefer suppliers that have also an ISO/TS 16949 certification issued by an accredited certification body.

#### Price / delivery / lead time / flexibility (INCO, currency, payment terms)

* Datwyler prefers suppliers with lower total costs, meaning that beside the price, the currency, our standard delivery term DDP and lead times are considered.
* In projects with tight schedules, lead times and flexibility have a leading role and suppliers will be preferred who can adhere to such requirements.

# Supplier Signature

Company name:

 Date and place:

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| --- | --- |
|  |  |
| Name:Title: | Name:Title: |

Company stamp: