

# Supplier Information Request Form

## A. Introduction

Datwyler is constantly looking for new and innovative 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, financial health and sustainable way of working. The information provided in the end of this document highlights Datwyler's selection criteria.

The information requested in this questionnaire is 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 specifications, volume scenario's, supporting documents (if any) and information like INCO terms and payment conditions. Additionally, the following documents are received:
  - a. Supplier Information Request Form (this document)
  - b. Supplier Code of Conduct
  - c. General purchasing conditions
  - d. Supplier Quality Agreement
  - e. 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 send it in due time to Datwyler purchasing department.
4. Review the Supplier Quality Agreement. If needed, justified adjustments can be discussed with the responsible persons at Datwyler. Finally sign the document and send it in due time to the Datwyler purchasing department.
5. Submit your latest operational certificate(s) of ISO 9001, IATF 16949, ISO 17025, ISO 13485, GMP etc. if any of it is applicable.
6. Submit also your latest sustainability related certificates of ISO 14001, ISO 45001 / OSHAS 18001 and ISO 50001 if any of it is applicable.
7. If needed Datwyler will contact you to organize an initial release audit. This is particularly done with serial production providers for metal and plastic parts, outsourced manufacturing and services like surface treatment, sterilization and inspection or trading goods.
8. 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 form was filled in and complete the **product related risk assessment**, chapter 12.

## B. 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)			

## C. Company-specific information

### 1. 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				
Sustainability Manager				
Administrative contact				

### 2. Number of employees

Production		Sales	
QA / QM		Top Management	
R&D		Others	
Tool Shop / Maintenance		<b>TOTAL:</b>	
Applied shift model			

3. Key financial figures			
Calendar year	20    :	20    :	Budget 20    :
Sales:			
EBIT / Profit:			
Investments:			

4. Does your company has a certified QM system? Please check as appropriate, and attach the latest certificate.		
Norm	Available	Planned introduction date
<b>ISO 9001</b> Quality management systems — Requirements	<input type="checkbox"/>	
<b>IATF 16949</b> Quality management systems — Particular requirements for the application of ISO 9001 for automotive production and relevant service part organizations	<input type="checkbox"/>	
<b>ISO 9100</b> Quality Management Systems - Requirements for Aviation, Space and Defence Organizations	<input type="checkbox"/>	
<b>ISO 15378</b> Primary packaging materials for medicinal products — Particular requirements for the application of ISO 9001, with reference to good manufacturing practice (GMP)	<input type="checkbox"/>	
<b>ISO 13485</b> Medical devices — Quality management systems — Requirements for regulatory purposes	<input type="checkbox"/>	
<b>ISO 17025</b> General requirements for the competence of testing and calibration laboratories	<input type="checkbox"/>	
<b>GMP</b> Good Manufacturing Practices (GMP)	<input type="checkbox"/>	
<b>Other (please list)</b>	<input type="checkbox"/>	
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 FMEA's?	Yes	No
Which advance quality planning system do you use?		
Do you perform regularly a CQI self-assessment related to your production process as defined by AIAG (only for automotive suppliers)?	Yes	No
Date last assessment:		

<b>5. Sustainability management (environment, safety, energy)</b>						
<b>Norm</b>	<b>Available</b>	<b>Planned introduction date</b>				
<b>EMAS II (EC 761/2001)</b> Eco-Management and Audit Scheme	<input type="checkbox"/>					
<b>ISO 14001</b> Environmental management systems -- Requirements with guidance for use	<input type="checkbox"/>					
<b>ISO 45001 / OSHAS 18001</b> Occupational health and safety management systems — Requirements with guidance for use	<input type="checkbox"/>					
<b>ISO 50001</b> Energy management systems — Requirements with guidance for use	<input type="checkbox"/>					
Have you setup another management system in your company that includes safety, energy and environmental protection?  If so, which one?		Yes	Partly	No		
Are there audits conducted on environmental and safety protection and optimization of energy consumption in your company?  If so, by whom?                      Internal auditor External auditor		Yes	Partly	No		
Are the following processes / products regularly audited to determine their impact on the environment, safety and energy consumption? Production processes Supply and disposal processes Products Relevant processes at sub-suppliers		Yes	Partly	No		
Are aspects concerning environmental protection and energy consumption considered in your product and process planning?		Yes	Partly	No		
Is your company registered with IMDS (International Material Data System)? If yes, please state your ID:		Yes	Partly	No		
Are environmental, safety and energy aspects part of a written procedure or policy?		Yes	Partly	No		
Are measures and results for environmental protection, safety and energy consumption documented in your company?		Yes	Partly	No		
Have you defined targets to improve environmental protection, reduce safety related issues and optimize energy consumption in your company, and do you document the progress?		Yes	Partly	No		
Are your employees regularly briefed and trained on the subject of environmental protection, safety standards and energy consumption?		Yes	Partly	No		
Are you working to improve environmental protection, reduce safety related issues and optimize energy consumption at your suppliers or subcontractors?		Yes	Partly	No		
Do you have a Supplier Code of Conduct, have your suppliers and subcontractors signed this document?		Yes	Partly	No		
Do you release regularly a report in the context of Corporate Social Responsibility (CSR)?		Yes	Partly	No		

## 6. Insurance Coverage

Does your company have 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:

\_\_\_\_\_

## 7. Customers

Which customers do you supply with the biggest impact on your sales result?

Auto-  
motive

Health  
Care

Other

Customers / Products

% of  
sales

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

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☐

## 8. 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;  
if 2 or more sites explain  
possible differences )

Sales offices:

9. In which currencies do you quote?		
10. Production capability / capacity planning		
What kind of production processes do you cover in house?		
What kind of operations do you offer that are outsourced?		
Do you have performed a capacity planning analysis for all process steps?		
11. CAD data		
In which CAD software formats can you receive / exchange data?		
12. 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?	Yes	No
How much of your current turnover is made with similar products: _____%		
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 <i>quality agreement</i> ?	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
13. 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:		

**14. Supplier comments**

Do you wish to share your comments, ideas or wishes, please include them in below section.

**D. Information about supplier selection criteria**

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

**1. 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.

**2. 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.

**3. Compliance with ISO 9001 or similar and IATF 16949**

- Our minimum target for suppliers is a certification according ISO 9001 or similar according to the specific activity, issued by an accredited certification body.
- For automotive suppliers we prefer suppliers that have also an IATF 16949 certification issued by an accredited certification body.

#### 4. Corporate Social Responsibility

- Datwyler prefers suppliers that have aligned and integrated corporate social responsibility into their sustainable business model.

#### 5. 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.

### E. Supplier Signature

Company name:

Date and place:

Name: Title:	Name: Title:

Company stamp: