

# PROCUREMENT

## Supplier master data / First assessment



### Company data

Company: \_\_\_\_\_ Industry/Core Business: \_\_\_\_\_  
Street: \_\_\_\_\_ Phone: \_\_\_\_\_  
Postal code: \_\_\_\_\_ Town: \_\_\_\_\_ Fax: \_\_\_\_\_  
Internet: \_\_\_\_\_ Email: \_\_\_\_\_

---

Ownership conditions: \_\_\_\_\_ Group affiliation: \_\_\_\_\_  
Year of foundation: \_\_\_\_\_ Other subsidiaries: \_\_\_\_\_

Sales trend over the last three years:

Employee trend over the last three years:

Employees, in total: \_\_\_\_\_ R&D, construction: \_\_\_\_\_ Administration: \_\_\_\_\_ Production: \_\_\_\_\_ Quality assurance: \_\_\_\_\_

---

Payment conditions: \_\_\_\_\_ Delivery conditions: \_\_\_\_\_  
Mode of dispatch: \_\_\_\_\_ VAT Reg. No.: \_\_\_\_\_  
Minimum order value: \_\_\_\_\_ Customer number: \_\_\_\_\_  
Minimum quantity surcharge: \_\_\_\_\_

### Contact person

Extension    Email

General management

Sales:

Development, construction:

Production:

Quality assurance:

### Production and service program, technologies

### References or reference list as enclosure

## Relevant supply partners

### Quality assurance system

Certification (ISO9001/ISO14001 etc.)	Yes	No	Note:
<b>If not,</b>			<b>If there are:</b>
are there plans for a certification?	Yes	No	when and according to which standard?
responsibilities been assigned?	Yes	No	Note:
<b>Are the following procedures in place for:</b>			
Contract review (techn./comm.):	Yes	No	Note:
Procurement / supplier selection:	Yes	No	Note:
Storage:	Yes	No	Note:
Design:	Yes	No	Note:
Production process:	Yes	No	Note:
Tests (Q-test):	Yes	No	Note:
Identification / traceability:	Yes	No	Note:
Treatment of defective products:	Yes	No	Note:
Supplied products:	Yes	No	Note:
Test equipment monitoring:	Yes	No	Note:
Document control:	Yes	No	Note:
Revision procedure:	Yes	No	Note:
Archiving:	Yes	No	Archiving period:
Training:	Yes	No	Note:
Effectivity of QM system:	Yes	No	Note:

---

#### **Enclosure in case of certification(s): Certificates (ISO 9001 etc.), QM manual**

---

Do you agree to an assessment visit at your company site?	Yes	No
Are you prepared to enter into a quality agreement?	Yes	No

### Notes

## Resources

Facilities (construction year) / equipment (list of machinery) / ERP system

Facilities (construction year) / equipment (list of machinery) / ERP system

## Strategic business objectives

System, products, technologies, resources, etc.

Stamp of supplier:

Date:

Signature:

Function:

---

Internal assessment (filled out by Anton Paar)

Strengths, weaknesses, resources, system, general impression, etc.

The supplier meets the requirements as a

fully

in parts

does not meet requirements

Date:

Name: