

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: _____

Is the company a producer or a trader: _____ Production locations: _____

Previous year Current year Next year

Turnover trend: _____

Employee trend: _____

R&D, construction: Administration: Production: Quality assurance:

Employees, in total: _____

Payment conditions: _____ Delivery conditions: _____

Mode of dispatch: _____ VAT Reg. No.: _____

Minimum order value: _____ Customer number: _____

Minimum quantity
surcharge: _____

Do you have a product liability insurance? Yes No

If yes, please attach insurance certificate.

Contact person

Extension

Email

General management: _____

Sales: _____

Development, construction: _____

Production: _____

Quality assurance: _____

Conflict Minerals

Not affected

Products do not contain Tantal, Tungsten, Tin or Gold

DRC Conflict-Free

Products can contain Tantal, Tungsten, Tin or Gold but these minerals do not originate from the Democratic Republic of the Congo (DRC) and surrounding countries. Completed form is mandatory: <https://www.responsiblemineralsinitiative.org/reporting-templates/cmrf/>

Production and service program, technologies

Customer references, or reference list as enclosure

Relevant supply partners

Quality assurance system

Certification (ISO9001/ISO14001 etc.)
If yes, please attach insurance certificate.

Yes No

If there are:
which one?

Note:

Reach conformity:

Yes No

Note:

RoHS conformity
(2011/65/EU and (EU) 2015/863):

Yes No

Note:

If not,

If there are:
when and according to which standard?

are there plans for a certification?

Yes No

have responsibilities been assigned?

Yes No

Note:

Are following procedures in place for:

If there are:
when and according to which standard?

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

Ressources

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

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Strategic business objectives

System, products, technologies, resources etc.

Data protection

I consent that information and personal information in this document is processed within the Anton Paar group for the purpose of supplier management and supplier evaluation.
Controller: Anton Paar GmbH, Anton-Paar-Strasse 20, 8054 Graz, Austria. Contact for questions regarding data protection and data subject rights: gdpr@anton-paar.com.

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

fully

in parts

does not meet requirements

Date:

Name: