

**Questionnaire for suppliers**

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company: \_\_\_\_\_

address: \_\_\_\_\_

\_\_\_\_\_

homepage: \_\_\_\_\_

branch: \_\_\_\_\_

products / services: \_\_\_\_\_

\_\_\_\_\_

filled in by: \_\_\_\_\_ date: \_\_\_\_\_

function: \_\_\_\_\_

phone / e-mail: \_\_\_\_\_

fax: \_\_\_\_\_

**Contact persons for:**

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management: \_\_\_\_\_

sales: \_\_\_\_\_

quality assurance: \_\_\_\_\_

design / engineering: \_\_\_\_\_

production: \_\_\_\_\_

welding: \_\_\_\_\_

shipping/logistics outside \_\_\_\_\_

outside business hours: \_\_\_\_\_

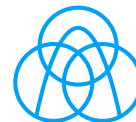
miscellaneous: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







**Questionnaire for suppliers**

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**Business activities**

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In which branches have you been engaged in business over the last 3 years or have your customers been engaged in?

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Name your main references (customers) over the last 3 years:  
(if required, please add separate list)

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**Products**

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Are your products listed in catalogues?  yes  no

Since when do you produce your products?

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Up to which grade do you secure your production by own stock holding?

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For how long do you ensure availability of spare parts for your products?

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How do you provide traceability of primary products and materials?

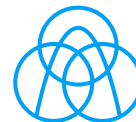
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Which sub-suppliers do you use for:

pre-products

materials

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## Questionnaire for suppliers

### Type of business activities

Do you have the following departments in your company?

If not, please state from which suppliers you purchase these services.

department / function	yes	no
marketing	<input type="radio"/>	<input type="radio"/>
research and development	<input type="radio"/>	<input type="radio"/>
design engineering	<input type="radio"/>	<input type="radio"/>
procurement / supply chain management	<input type="radio"/>	<input type="radio"/>
incoming goods inspection	<input type="radio"/>	<input type="radio"/>
production planning	<input type="radio"/>	<input type="radio"/>
production	<input type="radio"/>	<input type="radio"/>
inspection during production	<input type="radio"/>	<input type="radio"/>
inspection after production	<input type="radio"/>	<input type="radio"/>
testing	<input type="radio"/>	<input type="radio"/>
shipping / logistics	<input type="radio"/>	<input type="radio"/>
assembling and commissioning on site	<input type="radio"/>	<input type="radio"/>
maintenance and after sales service	<input type="radio"/>	<input type="radio"/>



## Questionnaire for suppliers

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### Certificates and accreditations

Please add complete copies of the documents

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QA – certificate:

according to:

ISO 9001

ISO 9002

ISO 9003

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valid until:

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EAC certificate:

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by other organisations:

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type of accreditation:

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accreditation body:

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accreditations by customers:

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conformity acc. EU (CE):

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which CE – products:

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Which other product accreditations or type examinations are available?

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### Patents and licenses

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patents:

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licenses in use:

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licensing to third party:

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### Distribution

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industrial selling:

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sales representative network:

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sales agency:

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authorized dealer:

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**Questionnaire for suppliers**

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**Production area and infrastructure**

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available area:

total: \_\_\_\_\_ qm

under roof: \_\_\_\_\_ qm

offices: \_\_\_\_\_ qm

workshop: \_\_\_\_\_ qm

others: \_\_\_\_\_ qm

expandability: \_\_\_\_\_ qm

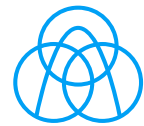
own property?  yes  no

own buildings?  yes  no

rail connection available? \_\_\_\_\_

airport nearby (50km)? \_\_\_\_\_

harbour nearby? \_\_\_\_\_



**Questionnaire for suppliers**

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**Manufacturing**

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Name your main manufacturing methods:

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On which locations do you produce?

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List of your machinery?

Please add as an attachment

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Describe the maintenance:

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Is there a constant calibration of your measuring and testing equipment?

yes

no

What is your average level of capacity?

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**Customers**

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Please state your main customers (max. 5):

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Business contacts to other thyssenkrupp – companies?

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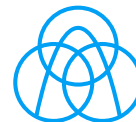
Main competitors:

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**Questionnaire for suppliers**

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**Quality assurance**

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Is there a place where you keep and manage all external documents, like standards, regulations, laws as well as specifications and drawings from your customers?  yes  no

Do you have a ruled change management process in place for such documents?  yes  no

Do you perform quality audits (internal / external)?  yes  no

Is there a QM handbook?  yes  no

Do you prepare test instructions / QM-plans?  yes  no

Do you perform regular incoming goods inspections?  yes  no

Do you perform regular production quality inspections?  yes  no

Do you perform final inspections systematically?  yes  no

Do you have an internal material testing laboratory?  yes  no

Do you record quality related costs?  yes  no

How is your early warning system organized towards the customer (concerning own supply problems, scrap, technical problems, delivery date, etc)?

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Please shortly describe your service organisation:

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How do you stock spare parts and how fast are they available?

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place, date, signature:

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send back to: Uhde Inventa Fischer GmbH

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