

Supplier Audit

Supplier (Address):

D-U-N-S® Number: - - (9-digit)

We ask you to fill in the questionnaire completely, otherwise is not a correct assessment of your organization possible.

1. Founding year

Your company was established in the year .

2. Number of employees

In your company there are currently employees.
Percentage of temporary contracted people %.

3. Legal form of company

Owner

4. Headquarter based in

5. Sales

5.1 The sales of your company within the last years

| | | | | |
|-------|---|---|---|----------------------|
| year: | - | % | / | sales in Euro / year |
| | - | % | / | sales in Euro / year |
| | - | % | / | sales in Euro / year |
| | - | % | / | sales in Euro / year |

5.2 Annual development of sales within the last 3 years: (%)

5.3 Expected growth of sales this year (%)

5.4 Your sales distribution is as follows:

| | | | |
|-----------|---|---|---|
| Industry: | % | % | % |
| | % | % | % |
| | % | % | % |

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- 5.5 Your domestic sales was: Euro
Your export sales was: Euro
- 5.6 Annual growth of export within the last 3 years (%)
Annual domestic growth within the last 3 years (%)
- 5.7 Expected export sales next year Euro
Expected domestic sales next year Euro
- 5.8 Export markets
- South East Asia Far East South America
 Germany Eastern Europe Europe (without Eastern Europe and Germany)
 USA Canada other
 Africa
- 5.9 Do you have sales representations outside your domestic market
 Yes, we have locations in
 No, but we are planning to set up offices in .

6. Production

- 6.1 Your product categories are mainly:
- Single components Sub-assembly
 Industrial goods Raw-, auxiliary-, operating material
- 6.2 Do you have production locations abroad?
- Yes, in
 No, but do you plan to set up a production site abroad.
 Yes, in (location) in (year)
- 6.3 Production concept Production to customer drwgs Own products
- Domestic business with incumbent companies
Domestic business with European companies
International business (non European companies)
- 6.4 Lot sizes
- small batches, no. of items from mass production

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7. Product prices

7.1 Price benchmarking

Low cost countries
(Product price in the west = 100)

Price development (%)
2012-2015 2016-today

Single components

Sub-assemblies

7.2 Reason for your price competitiveness

low cost of labour

low purchasing cost

national affirmative actions

high productivity

cost management

other reason:

8. Quality

8.1 Quality certification

existing

planned within next 3 years

National Certificates

ISO 9001

ISO 14001

IATF 16949

Other certificates:

8.2 Frequency of quality problems

never

occasionally

often

Domestic business with incumbent companies

Domestic business with European companies

International business (non European companies)

8.3 Reason for quality problems in respect to export businesses

unclear technical requirements

unclear customer drawings

language problems

missing process reliability

other reasons

9. Development competence

9.1 To what degree do you have development competences in your company

active co-development with customers

autonomous development

9.2 Share of R&D personnel to sales (%)

2020

2021

2022

2023

2024

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10. Collaboration with customers

You can offer the following services:

| | domestic business | | | export business | | |
|-----------------------------------|--------------------------|--------------------------|-------------|--------------------------|--------------------------|-------------|
| | yes | no | if not, why | yes | no | if not, why |
| Permanent quality assurance | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Adherence to delivery milestones | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Established contingency stock | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Flexibility in order cancellation | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Flexibility in order size changes | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Flexibility in deadline shifts | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other services | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |

11. Personnel

11.1 Composition of employees (%)

Level of academic labour among all employees

Level of high-school graduates among all employees

Level of trained labour among all employees

11.2 Communication language

- | | | |
|---|--|--|
| <input type="checkbox"/> English | <input type="checkbox"/> German | <input type="checkbox"/> other |
| <input type="checkbox"/> basic knowledge | <input type="checkbox"/> basic knowledge | <input type="checkbox"/> basic knowledge |
| <input type="checkbox"/> advanced knowledge | <input type="checkbox"/> advance knowledge | <input type="checkbox"/> advance knowledge |

11.3 Your service personnel master the following languages:

- | | | |
|---|--|--|
| <input type="checkbox"/> English | <input type="checkbox"/> German | <input type="checkbox"/> other |
| <input type="checkbox"/> basic knowledge | <input type="checkbox"/> basic knowledge | <input type="checkbox"/> basic knowledge |
| <input type="checkbox"/> advanced knowledge | <input type="checkbox"/> advance knowledge | <input type="checkbox"/> advance knowledge |

12 Business contracts and legal terms

Which law is usually applied in your business contracts?

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> domestic law | <input type="checkbox"/> only foreign law | <input type="checkbox"/> both possible |
|---------------------------------------|---|--|

13 Development of your international business

13.1 Looking for international business opportunities your focus is on foreign companies

- in your domestic market outside your domestic market

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14.5 Have you contracted an authorized waste management company?

Yes

no

in Process

/

Date

Company / Signature

(Electronic copy– Routing Order is valid without signature)