

PROCESS :	WS21	CODE:	WW0071	INDEX :	P
CONFIDENTIALITY:	External	SENTBY :	B LE PODER	THE:	11/23/2017

Completed by:	Position:	Date:
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Mandatory informations / 必填信息		Company Information				Contact Details			
COMPANY NAME: 公司名		Established in 成立于		Management/ 经理:	Contact	Email	Telephone	Language	
Ownership / nationality : 所有权				Sales: 销售					
Capital Value : 注册资本				QHSE 质量					
# of plants / Location: 注册地				R&D 研发					
Headquarter address 总公司地址				Production 生产					
Plant address (if different) 工厂地址				Logistic / SCM 物流					
Invoicing address (if different) 邮寄发票地址				Accountancy: 财务					
Web site 公司网页				Legal form 公司资质					
Emergency No.: 紧急联系电话									

Main activity and key customers 主要活动和关键客户			Production Line & Working processes 生产线 & 工作流程			
	Activity & key customers 主要活动 & 关键客户	% of sales turnover 占销售额百分比		Description 描述	MOQ 最小起订量	Capacity or production (min / max) & number of shifts 最大/最小生产班次 & 工班数
1			1			
2			2			
3			3			
4			4			
5			5			

Company Data 公司数据				Key Performance Indicators 绩效指标			Staff per Department		
Detail currency / year	Year Y-1 上年	Year Y 现年	Year Y+1 下年		Year Y-1 上年	Year Y 现年		Year Y-1 上年	Year Y 现年
Sales turnover (currency) 销售额				Customer leadtime (min / max) 客户最长/最短交货日期			Manufacturing 生产部		
% Export (Sales turnover) 出口率 (占销售收入百分比)				Delivery performance 交货率			Maintenance 维修保养		
% Profit Ratio 利润率 (百分比)				Customer rejections: 客户退货情况			Distribution + Warehouse 送货+仓库		
% sales turnover in R&D				Scrap level: 废品率			QSE & inspection 质量安全环境&检测		
CAD software				Machine utilisation: 机器使用寿命			R&D 研发		
Number of shifts 轮班次数				Machine downtime: 机器停运时间			Market & Product Engineers 市场 & 生产工程师		
Factory surface (m²) 工厂面积				Stock turnover: 存货周转率			Purchasing 采购部		
Storage area (in m2) 仓库面积				Absenteeism: 可工			Sales 销售		
Annual closing dates 年末账日期				Accident frequency: 事故频率			Accountancy 财务		
Week-end open 周末工作							Total 总计		

Other informations and comments 其它信息及评论	QHSE Information 质量安全信息			
	Certificate ISO 9 001	<input type="checkbox"/>	Since	Valid to
	Certificate ISO 14 001	<input type="checkbox"/>	Since	Valid to
	Certificate OHSAS 18 001	<input type="checkbox"/>	Since	Valid to
	Certificate ISO 50 001	<input type="checkbox"/>	Since	Valid to
	Knowledge ISO 19600	<input type="checkbox"/>		
	Certificate ISO 37001	<input type="checkbox"/>	Since	Valid to
	Certificat Others	<input type="checkbox"/>	Since	Valid to

- Please attach a copy of following documentation :**
- 1) Organisation structure and plant list 组织机构及工厂清单
 - 2) Balance sheet / profit and loss statement of last year 资产负债表/上年利润表
 - 3) Quality certificate(s) and QHSE policy 质量证书
 - 4) List of production means & quality controls means 生产资料&质量控制清单
 - 5) General Sales Conditions 一般销售条件
 - 6) Official letter with bank beneficiary informations 银行付款信息
 - 7) Liability Insurance coverage 保险责任范围
 - 8) Code of Conduct if existing 是否有行为准则

INTERNAL DATA PCM 内部数据 (TO BE COMPLETED BY BUYER 采购员填写)			
Supplier code 供应商编码		IBAN 国际银行(Other countries 其他国家)	
Short name supplier 供应商简写		CODE SWIFT 账号 (Other countries 其他国家)	
Supplier category (list) 供应商类别	#N/A	Accounting code 会计代码	
Type 1 (list) 类别 1	#N/A	MANAGER SIGNATURE	
Type 2 (list) 类别 2	#N/A		
Sourcing Engineer / Buyer (list) 采购工程师/采购			
Financial score 财务评分			
Payment terms 付款条件			

Payment mode 支付方式		
Currency and Incoterm 货币和国际贸易术语		