

PROCESS :	WS21	CODE :	WW0071	INDEX :	O
CONFIDENTIALITY :	External	SENTBY :	B LE PODER	THE :	August 1st, 2017

A l'émission de l'enregistrement, s'assurer que le support utilisé est au dernier indice.

N°: /

Completed by:		Position:		Date:	
Company Information			Contact Details		
COMPANY NAME: 公司名		Established in 成立于	Management/ 经理:	Contact	Email
Ownership / nationality : 所有权			Sales: 销售		Telephone
Capital Value : 注册资本			QHSE 质量		Language
# 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 of production (min / max) & number of shifts 最大/最小生产量 & 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: 旷工		Sales 销售			
Annual closing dates 年关截止日期				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			
	ISO 9 001	<input type="checkbox"/>	Since	Valid to
	ISO 14 001	<input type="checkbox"/>	Since	Valid to
	OHSAS 18 001	<input type="checkbox"/>	Since	Valid to
	ISO 50 001	<input type="checkbox"/>	Since	Valid to
	Others	<input type="checkbox"/>	Since	Valid to
	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
 - 6) Official letter with bank beneficiary informations 银行付款信息
 - 7) Liability Insurance coverage

INTERNAL DATA PCM 内部数据 (TO BE COMPLETED BY BUYER 采购员填写)			
Supplier code		IBAN 国际银行(Other countries 其他国家)	
Short name supplier		CODE SWIFT 账号(Other countries 其他国家)	
Supplier category (list)	AUT	Automation	
Type (list)	#N/A	DIRECT	
Type2 (list)	PRO	PRODUCER	
Sourcing Engineer / Buyer (list)		FOULONNEAU	
Financial score			
Payment terms			
MANAGER SIGNATURE			

Payment mode		
Currency and Incoterm		