



keep it moving

REQUEST FOR SUPPLIER INFORMATION / 供货商概况

PROCESS :	WS21	CODE:	WW0071	INDEX :	Q
CONFIDENTIALITY:	External	SENTBY :	B LE PODER	THE:	01/05/2018

Completed by:	Position:		Date:		
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
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
1			1		Capacity of production (min / max) & number of shifts 最大/最小生产成本 & 工班数
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	Manufacturing 生产部	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		Maintenance 维修保养		
% Export (Sales turnover) 出口率 (占销售收入百分比)				Delivery performance 交货率		Distribution + Warehouse 送货+仓库		
% Profit Ratio 利润率 (百分比)				Customer rejections: 客户退货情况		QSE & inspection 质量安全环境&检测		
% sales turnover in R&D				Scrap level: 废品率		R&D 研发		
CAD software				Machine utilisation: 机器使用寿命		Market & Product Engineers 市场 & 生产工程师		
Number of shifts 轮班次数				Machine downtime: 机器停运时间		Purchasing 采购部		
Factory surface (m²) 工厂面积				Stock turnover: 存货周转率		Sales 销售		
Storage area (in m2) 仓库面积				Absenteeism: 旷工		Accountancy 财务		
Annual closing dates 年关账日期				Accident frequency: 事故频率		Total 总计		
Week-end open 周末工作								

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
	Certificate ISO 14 001	<input type="checkbox"/>	Since
	Certificate OHSAS 18 001	<input type="checkbox"/>	Since
	Certificate ISO 50 001	<input type="checkbox"/>	Since
	Knowledge ISO 19600	<input type="checkbox"/>	
	Certificate ISO 37001	<input type="checkbox"/>	Since
	Certificate 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	
Short name supplier 供应商简写	
Supplier category (list) 供应商类别	#N/A
Type 1 (list) 类别 1	#N/A
Type 2 (list) 类别 2	#N/A
Sourcing Engineer / Buyer (list) 采购工程师/采购员	
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	