



keep it moving

供货商概况

REQUEST FOR SUPPLIER INFORMATION

PROCESS :	WS2	CODE:	WW0071	INDEX :	V
CONFIDENTIALITY:	External	SENT BY :	B LE PODER	THE:	05/10/2020

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

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

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

Other informations and comments 其它信息及评论	QHSE Information 质量安全信息		
	Certificate ISO 9 001	Since	Valid to
	Certificate ISO 45001 / MASE	Since	Valid to
	Certificate OHSAS 18 001	Since	Valid to
	Certificate ISO 50 001	Since	Valid to
	Knowledge ISO 19600		
	Certificate ISO 37001	Since	Valid to
	Certificat Others	Since	Valid to

Please attach a copy of following documentation :

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

通用采购条款 General Purchasing Conditions

博西莫详细要求在以下链接 PCM requirements are detailed on :

<https://www.pcm.eu/en/pcm-group/welcome-to-pcm-suppliers-portal>