

PROCESS :	WS2	CODE:	WW0071	INDEX :	T
CONFIDENTIALITY:	External	SENT BY :	B LE PODER	THE:	25/07/2019

Completed by:		Position:		Date:	
<b>Mandatory informations / 必填信息</b>					
<b>Company Information</b>			<b>Contact Details</b>		
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					

<b>Main activity and key customers 主要活动和关键客户</b>			<b>Production Line &amp; Working processes 生产线 &amp; 工作流程</b>		
	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/最小生产成本 & 工班数	
1			1		
2			2		
3			3		
4			4		
5			5		

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

<b>Other informations and comments 其它信息及评论</b>	<b>QHSE Information 质量安全信息</b>		
	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"/>	Since
	Certificate ISO 37001	<input type="checkbox"/>	Since
	Certificat Others	<input type="checkbox"/>	Since
			Valid to
			Valid to
			Valid to
			Valid to
			Valid to
			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 质量证书和QHSE政策方针
  - 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

**General Purchasing Conditions 通用采购条款**

PCM requirements are detailed on 博西莫详细要求在以下链接：  
<https://www.pcm.eu/en/pcm-group/welcome-to-pcm-suppliers-portal>