

# Supplier self-assessment

Document No.: PRO-TEMP-0001  
Rev.: 01

## Purpose

This Supplier self-assessment is to evaluate suppliers and ensure compliance, as well as ensure that key information is up to date.

The template is intended to be used with all new suppliers as part of the approval process, and as a regular follow up with previous approved suppliers.

The document is also located on the AGRAMKOW website.

## Document Information

Owner Department: AGDK Procurement

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Approval Information	Initials	Date
Created By	JES AGDK Procurement	04-11-2024
Last Changed By:	JES AGDK Procurement	04-11-2024
Last Approved By:	JES AGDK Procurement	04-11-2024

## Supplier self-assessment

Please provide your responses in detail and attach any supporting documentation where applicable.  
 Feel free to contact us for clarification to any of the questions.  
 Thank you for your cooperation.

Company details	HQ	Local unit
Name		
Street		
Postal code, city		
Country		
Phone number		
Registration number		
E-Mail		
Website		

General information	
Legal status	
Group affiliation (Name and head office of the parent company)	
Date company established (MM/YY)	
Negotiating language(s)	
Payment Terms supported	
Currencies supported	

Key Personnel	Name	Phone	E-Mail	Title	Language
Primary contact					
Management					
Sales					
Accounting					
Logistics					
Quality					
R&D					
Engineering					

Company Size	Blue collar	White collar
Total number of employees		
Sales		
R&D and Engineering		
Quality		
Manufacturing and Supply Chain		

Financials	Current year	Previous year	Year -2	Year -3
Corporate Turnover (EUR):				
Operating profit				
Investment rate of the company				
Export in % of total turnover				
Turnover of the company sector involved in commercial partnership with us (EUR):				
	Yes/No	Documentation / comments / link		
Are there any pending legal actions, insolvency proceedings, or bankruptcy filings against your company?				
Information on your credit rating, if available?				

Core competencies	
1.	
2.	
3.	

Main competitors	Name and why
1.	
2.	
3.	

Logistics	
Delivery Terms (INCOTERMS)	
Ability to provide CBAM report (if located outside EU)	
Do you have experience with Dangerous goods	

Manufacturing	
Total factory size sq. m <sup>2</sup>	
Core product lines manufactured / services	
Subcontracting used (outsourced)	
Main manufacturing technologies	
Countries of manufacturing locations (if possible only for our products)	
Working with Lean or other optimization tools	

Products design	
How do you develop new product(s) or improve existing (in-house/outsourced/mix)	
How are or can customers be involved	

Supplier management tools used	Yes/No	Comment
Supplier audit		
Supplier evaluation		
Checking financial data (e.g. Creditreform, D&B)		
Analyzing supply risks		

Types of contracts or agreements used or possible	Yes/No	Comment
Standard purchase order		
Service Level Agreement		
MOQ price scaling		
Quality		
Consignment stock - internal		
Consignment stock - external		
Open Book calculations		

Quality Management	Details / link	Valid until
ISO 9001		
ISO 14001		
ISO 45001		
Other certificates:		

Quality assurance methods	Yes/No	Details / link
SPC		
PPAP		
8D		
Traceability of products		

Sales capabilities	Comments
Time to answer RFQ	
Do you measure your Delivery performance	
Capable of using EDI or VMI solutions	
Do you use End of Life management	

Risk Management	Details / link
Business and product liability insurance	
Contingency plan(s) in case of unforeseen circumstances	

Sustainability and ESG	Details / link
Can you provide information on your energy and water consumption	
Can you provide information on your waste generation, sorting and recycling	
Can you provide information on your carbon dioxide emission	
What measures do you take to minimize environmental impact	
Can you provide Sustainability or ESG Reporting	
How do you work on Sustainability or ESG with suppliers and customers	
How do you work on product compliance (REACH, RoHS, WEEE)	
How do you work on CSRD	
Together with our suppliers we want to develop solutions which are based on life cycle perspectives and the circular thinking about optimal utilization of resources. We prefer continuously being involved in new sustainable solutions in close cooperation with our suppliers and business partners. Are you willing to give input and in cooperation with us to work on innovate new sustainable solutions?	

Compliance	Yes/No	Comments
with <a href="#">AGRAMKOW expectation to Suppliers?</a>		
with <a href="#">AGRAMKOW Code of Conduct for Suppliers</a>		
with <a href="#">current EU sanctions</a>		
with Conflict Minerals Resolution		
with PFAS regulations		
with UN Global Compact 10 Principles		
with UN Global Compact 17 SDG		
How do you work with Code of Conduct		

I confirm that the details provided are correct and to the best of my knowledge	
Name	
Title	
Date	
Place	
Signature	

### Revision History

<b>Rev.</b>	<b>Date</b>	<b>Initials</b>	<b>Change Description</b>
01	04-11-2024	JES	Created new template to be used with new and existing suppliers to collect important information