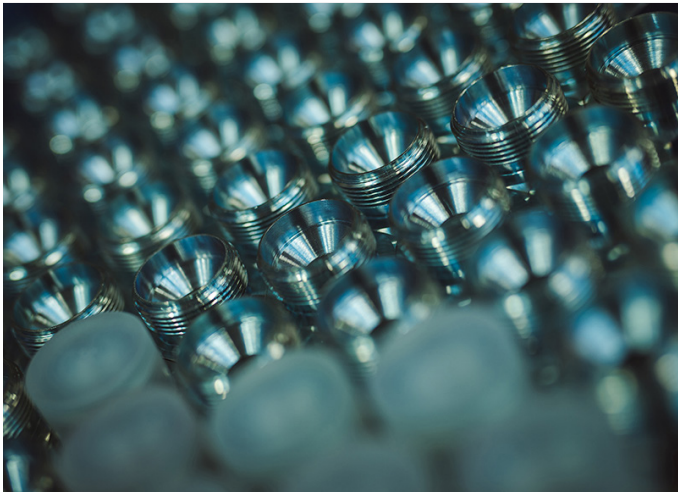


We produce fluid power **solutions**



Supplier Query

Supplier Query

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1. COMPANY DATA
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1. COMPANY DATA

1.1. Address

Company name:

Legal form / cash investment:

Ownership structure:

Trade register entered since:

Division (if applicable):

Post code:

Street address:

P.O. Box:

ZIP code, city:

Country:

Region:

Language:

Phone:

E-mail address:

Homepage:

VAT No.:

CDX company ID No.:

IMDS company ID No.:

1.2. Currency, payment and delivery terms

Currency:	
Payment term:	
Incoterm:	

1.3. Address of associated factories / Production plants

Name / location / code:	

1.4. Representatives

	Name	E-mail address	Phone
Managing director:			
Quality management:			
Sales:			
Development, design:			
Organization chart available?	☐ Yes (copy enclosed) ☐ No		

1.5. Bank info

Bank name:	
Bank address:	
Bank phone no.:	
Bank code:	
Bank account:	
IBAN:	
SWIFT / BIC:	

1.6. Employees (approx.)

Administration:

Production:

Total:

1.7. Company size

Warehouse area / sqm:

Production area / sqm:

Turnover 2 years ago:

Turnover previous year:

Turnover current year:

Investments during the last 3 years:

Planned investments:

1.8. Turnover proportion for the industry (approx. in %)

1.8.1. References (3 major branches with turnover proportion):

Branch	%

1.9. Management system according to ISO standards*

Quality management system available?

☐ Yes ☐ No

Certified according to ISO 9001 or IATF16949:

Valid until:

Environment, energy & health and safety

Environm. protection management acc. to ISO 14001 available? ☐ Yes ☐ No

If yes, valid until?

Health and safety management acc. to ISO 45001 available? ☐ Yes ☐ No

If yes, valid until?

Energy management acc. to ISO 50001 available? ☐ Yes ☐ No

If yes, valid until?

Please add a copy of all certificates to this query.

*Management system certified by accredited institution

2. PRODUCTS

2.1. Product range

(Please list briefly or add catalog)

2.2. Production facilities

2.2.1. Inhouse tool shop

2.2.2. Capability of producing prototypes

2.2.3.

Please briefly state which measuring and testing devices are available internally:

(e.g. Measuring instrument for hardness, roughness, roundness and cylindricity)

2.2.4.

Please briefly state which measuring and testing devices are available externally:

(e.g. Laboratory for technical cleanliness, corrosion resistance test (salt spray test))

2.2.5. Production processes

(Please list briefly plant machining and process capabilities e.g. plating, heat treatment and special processes)

2.3. Raw materials, semi-manufactured products

(Please list briefly the main raw materials and semi-manufactured products used)

2.4. Product liability

Do you have a product liability insurance?

☐ Yes

☐ No

2.4.1. Up to which total amount for Europe / USA?

☐ (copy enclosed)

2.5. Verification documents

Do you use any of the following documents, such as Initial Sample Inspection Report, Release Notes, Certificate of Origin, Certificate of Conformity (CoC) or Acceptance Test Report (ATR) or in case of distributors: manufacturer's certificates? Please include copies of the forms you use.

3. SOFTWARE APPLICATION

Which software programs are mainly used or is planned for e. g. word processing, calculation, CAD, CAQ, PC operating system, production control, procurement, configuration management for software and development, simulation and test tools etc.

3.1. Data processing

3.1.1. System (operating system, word processing, ERP?)

3.1.2. CAD system

3.1.3. File format

4. COMPLIANCE

4.1. COMPLIANCE & SUSTAINABILITY

- 4.1.1. Have you established a Compliance Management System within your organization (e.g. Code of Conduct, guidelines, appointment of Compliance officers)? Does this system include anti-corruption measures? ☐Yes ☐No
- 4.1.2. Are your employees trained in and sensitized to Compliance topics such as anti-corruption, anti-trust law, money laundering etc.? ☐Yes ☐No
- 4.1.3. Is there any litigation pending in which your enterprise, its managing directors or employees are involved in cases concerning corruption, money laundering, fraud, anti-trust, tax evasion or similar cases or has there been such litigation in the last five years? ☐Yes ☐No
- 4.1.4. I herewith confirm to the best of my knowledge and belief the correctness of all information provided here and that the company has never directly or indirectly offered/granted and will never directly offer/grant any gifts, cash or non-cash benefits to anyone to induce this person to influence an action or decision to obtain a new deal, to retain an already existing deal or to process a deal or to secure an undue business advantage in another manner. I furthermore confirm that the company did, does and will comply with all relevant laws, in particular those under the cartel legislation and the anti-corruption provisions and did not, does not and will not tolerate any kind of child labour, forced labour, human trafficking, (modern) slavery or wrongful discrimination. We aim to ensure that the above mentioned is also complied with by any third party who is/will be appointed as supplier, distribution partner or other business partner in the context of our business dealings. In addition, I confirm that I have read and understood **Voith's Supplier Code of Conduct**, which can be viewed online and under this link (https://voith.com/corp-en/company/supplier-ecosystem/supply-chain-sustainability.html#supplier_coc) and that I have taken action to ensure that all employees of the company who become active within the scope of the business dealings with Voith are acquainted with the regulations contained therein. ☐Yes, I confirm

- 4.1.5. In the event of a compliance incident in the business relationship with ARGO-HYTOS, ARGO-HYTOS must be informed immediately. This will enable joint solutions to be elaborated. Ultimately, failure to provide such confirmation or violation of compliance rules will result in termination of the contractual relationship.
☐ Yes, I confirm
- 4.1.6. Do you publish a sustainability report due to international standards (GRI, IIRC or SASB) regularly? ☐ Yes ☐ No
- 4.1.7. Does your company grant freedom of association and the right to strike on the basis of applicable national law? ☐ Yes ☐ No
- 4.1.8. Does your company grant wages, employee benefits and working hours that comply at least with national laws? ☐ Yes ☐ No
- 4.1.9. Is there currently an unresolved case involving your company, its directors or employees with child labor, forced labor, human trafficking, (modern) slavery or similar cases or has there been such a case in the last five years? ☐ Yes ☐ No

4.2. SUSTAINABILITY & HSE

- 4.2.1. Has your company implemented occupational health and safety measures e.g. safety equipment (PPE), healthy-/safety-risk analysis, specific procedures for the handling of chemicals/ dangerous materials? ☐ Yes ☐ No
- 4.2.2. Has your company been awarded one or more certifications regarding occupational health and safety measures, e.g. ISO45001, OHSAS 18001, or others? If yes, please upload these certifications to the system. ☐ Yes ☐ No
- 4.2.3. Does your company have formalized environmental guidelines regarding energy consumption and greenhouse gases emissions (GHG), water, local pollution, materials, chemicals or waste? ☐ Yes ☐ No
If yes, please add a copy of all related documents to this query.
- 4.2.4. Does your company comply with prohibitions of detrimental influences on the environment which considerably harm a person (e.g. health, drinking water, food) and do you confirm that there have been no such violations against environmental regulations in your company in the last five years? ☐ Yes ☐ No
- 4.2.5. Has your company been awarded one or more certifications of the environment/ energy management system, e.g. ISO14001, EMAS, ISO 50001, or others? If yes, please upload the certificates to the system ☐ Yes ☐ No

4.3. INFORMATION SECURITY

- 4.3.1. Does your company have a formal guideline in place regarding the topic of information security? ☐Yes ☐No
- 4.3.2. Has your company been awarded an external certification for information security, e.g. ISO27001 or Cyber Essentials? If yes, please upload these certificates to the system. ☐Yes ☐No

4.4. SUPPLIER DIVERSITY QUALIFICATION

- 4.4.1. Are your company headquarters or owners located in the United States or Canada? ☐Yes ☐No
- 4.4.2. If your company headquarters/owners are located in the United States: Is your company a certified "diverse business" with at least one of the following classifications?: Minority-Owned Business Enterprise, Women-Owned Business Enterprise, Veteran-Owned Business Enterprise, LGBT Owned Business Enterprise, Disabled-Owned Business Enterprise, or Small Business (based on SBA size requirements) ☐Yes ☐No
- 4.4.3. If your company headquarters/owners are located in Canada: Is your company a women-owned, aboriginal-owned, minority-owned or LGBT-owned business and certified as a "diverse" supplier by one of the following organizations?: Canadian Aboriginal and Minority Supplier Council (CAMSC), Canadian Council for Aboriginal Business (CCAB), Canadian Gay & Lesbian Chamber of Commerce (CGLCC), or WBE Canada ☐Yes ☐No

Place, date

Position / name

Signature

This questionnaire is used for the pre-selection and assessment of suppliers as well as for the preparation of quality audits. The information will be treated confidentially and will not be made available to third parties.

ARGO-HYTOS (to be filled in by AH)

5. VENDOR APPROVAL

Key supplier:

Single source

Commodity:

Quality comment:

☐Yes ☐No

R&D comment:

☐Yes ☐No

SPUR comment:

☐Yes ☐No

5.1. Quality

Place, date

Position / name

Signature

5.2. R&D

Place, date

Position / name

Signature

5.3 SPUR

Place, date

Position / name

Signature