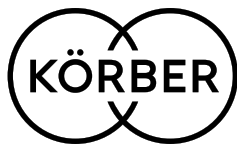


# Supplier Self Assessment

[koerber.com](https://www.koerber.com)

*Version 1.0, 2021*



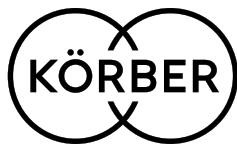
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### Data security / Disclaimer:

*This document and all information therein are provided in confidence and may not be disclosed to any third party without the express written permission of the disclosing party.*

*The companies of the Körber Group take the protection of your personal data very seriously. Read more under <https://www.koerber.com/en/gdpr>.*



## 0 Supplier classification

What is your general area of expertise?

Manufacturer       Distributor       Sub-Contractor       Retailer  
 Service Provider       Engineering       Other

What is your Business industry

Automotive       Mechanical Eng.       Railway       Pharmaceutical / Medical  
 Packaging Industry       Optical       Other

## 1 General information

Company name

Street / number

Zip code / City

Country

Phone

Fax no.

Email

Website

Language       German       English       Chinese       Hungarian  
 Italian       Portuguese       French       Others

VAT number

D-U-N-S no.

## 2 Bank details

Name of bank

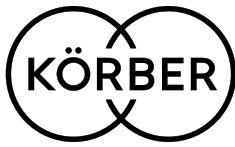
Account number

Sort code

SWIFT-BIC

Tax number

Preferred currency



### 3 Organizational structure

Please add an organizational chart as attachment      Yes      No

#### 3.1 Workforce profile

Please provide the approximate number of employees working in the below mentioned departments.

Total number of employees

in Production

in Administration

in Design/Development

in Quality Assurance & Mgmt.

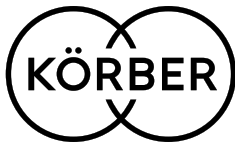
in Logistics

Number of shifts (normal operation)

Which employer association  
is your company part of?

#### 3.2 Responsibilities / Contact persons

|                  | Name | Phone | E-Mail |
|------------------|------|-------|--------|
| President / CEO  |      |       |        |
| Exec. Management |      |       |        |
| Engineering      |      |       |        |
| Quality Manager  |      |       |        |
| Purchasing       |      |       |        |
| Manufacturing    |      |       |        |
| Logistics        |      |       |        |
| Sales            |      |       |        |
| Finance          |      |       |        |
| R & D            |      |       |        |
| CSR Manager      |      |       |        |



### 3.3 Business related data

Group affiliation

Ownership / main shareholders

Legal structure of your company

Founding year

Parent company

Subsidiaries

Company presentation available?      Yes      No

Production sites:

Terms of payment

Delivery conditions

List the top products that you offer  
(maximum 10)

List the top services that you offer  
(maximum 10)

Reference customer

What kind of customers do you have?

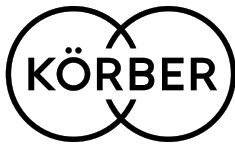
| Customer name | Industry | Size |
|---------------|----------|------|
|---------------|----------|------|

Do you have experience delivering to the following regions?

|        |  |                 |
|--------|--|-----------------|
| Europe | <input type="checkbox"/> North America | South America   |
| India  | <input type="checkbox"/> China         | South East Asia |

Do you have an office location in the following region?

|        |  |                 |
|--------|--|-----------------|
| Europe | <input type="checkbox"/> North America | South America   |
| India  | <input type="checkbox"/> China         | South East Asia |



Do you have a production site in the following region?

Europe

North America

South America

India

China

South East Asia

Please specify in which region you have experience delivering to Körber. Please specify in which country. Who is your key Körber contact in each region?

Region

Körber contact

## 4 Financial data

Previous year

Current year

Next year (Forecast)

Annual turnover / Sales volume

Turnover / Sales with Körber, if any

Who are your biggest customers and how much volume in sales was done with them last year?

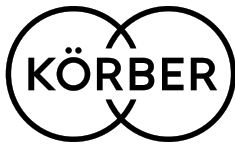
Customer name

Sales volume

What is the summarized ratio of sales turnover from last year of the top 3 customers?

What is the summarized ratio of sales turnover from last year of the top 10 customers?

Investment volume (last year)



## 5 Quality Management

Does your company have a documented quality management system in accordance with

ISO 9001       ISO/TS 16949      VDA 6.1      ISO EN 14001  
ISO EN 50001       OHSAS 18001      Others      Not certified QM system

Documented in Manual

Certified by

Dated

If your company is not qualified, is a certification planned? If yes, when?

Yes       No      Comments

Does your company have capability to meet Körber requirements? (E.g. Factory standards, etc.)

Yes       No      Comments

Would you grant our company permission to carry out a supplier audit of your QM-System/company?

Yes       No      Comments

## 6 Insurance

Do you have construction risks insurance? (Please enclose a copy of the policy or your COI - Certification of Insurance)

Yes       No      Comments (Specify the insured sum)

Do you have business interruption insurance? (Please enclose a copy of the policy)

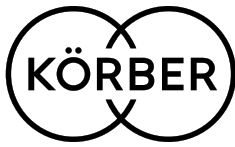
Yes       No      Comments (Specify the insured sum)

Do you have product liability insurance? (Please enclose a copy of the policy)

Yes       No      Comments (Specify the insured sum)

Do you have business liability insurance? (Please enclose a copy of the policy)

Yes       No      Comments (Specify the insured sum)



## 7 Corporate Social Responsibility

(It also applies to sub-suppliers/supplier's subcontractors)

Do you employ all of your employees voluntarily and not forcefully or under the threat of penalties?

Yes  No

Do you adhere to the UN convention on children's rights by not using any form of child labor (below the minimum age specified by the International Labor Organization or national laws)?

Yes No

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Yes No

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Yes No

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Yes No

Do you ensure that your employees work within the allowed working hours limit prescribed by the law and "ILO Core Working Time Standards"?

Yes No

Do you let your employees exercise their right to form or join free associations for collective bargaining and treat impartially those who are active in trade unions or employee organizations?

Yes No

Do you respect the dignity, privacy and personal rights of employees and provide a workplace without sexual harassment or abuse, intimidation, bullying and corporal punishment?

Yes No

Do you have appropriate measures in place to prevent accidents, occupational illness and provide a safe & healthy workplace in compliance with applicable laws?

Yes No

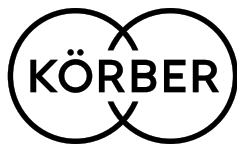
Do you adhere to EU regulation on conflict minerals?

Yes No

Do you comply with our **Purchasing Standards** and our **Code of Conduct** that can be found on our website following the link: <https://www.koerber.com/en/we/koerber-purchasing-thinking-and-operating-with-a-clear-focus-on-the-future#>

Yes No Comments





The information in this Supplier Self Assessment is provided by:

Name

Title / Position

Phone

E-Mail

Date

**Submitted documents**

|                                 |     |    |
|---------------------------------|-----|----|
| Organization chart              | Yes | No |
| Company presentation            | Yes | No |
| Construction risk insurance     | Yes | No |
| Business interruption insurance | Yes | No |
| Product liability insurance     | Yes | No |
| Business liability insurance    | Yes | No |
| Credit Report                   | Yes | No |
| Quality management certificates | Yes | No |

Other documents

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For Körber internal purpose

|                      |     |    |
|----------------------|-----|----|
| Is Business possible | Yes | No |
|----------------------|-----|----|

Internal Notes

Date / Name / Signature