

# Supplier Self-Assessment

Date: \_\_\_\_\_

Company Stamp:

Signature: \_\_\_\_\_

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## 1. Company address

Company name\*:  
 Mail address:  
 Street\*:  
 Zip code / City\*:  
 Country\*:  
 Phone:  
 Fax:  
 Email:  
 Internet Website:  
 Others:  
 \* Obligatory fields

## 2. Organization and legal structure

Date of Company set up:  
 Former Company name:  
 Legal structure:  
 Company capital:  
 Position in the corporation:  
 Position in the association of enterprises:  
 Branches (names, addresses):

Contact*:	Names	Phone numbers	Fax	Email
Management:				
Sales department:				
Administration:				
Technical department:				
Quality Management:				

\* as applicable

Can the correspondence be done in German? Yes  No   
 Can the correspondence be done in English? Yes  No   
 Organizational Structure available? Yes  No   
 (If yes, please attach.)

Date: .....

Legally binding signature: .....

### 3. Organization details

Number of staff	2017	2018	2019
Total:			
White-collar worker:			
Turnover	2017 (in €)	2018 (in €)	2019 (in €)
Total:			
Division:			
Investments:			
Is the annual report available?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a reference list and would this list be available for us?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference list / Main customer: (Please attach a copy of suitable references)			
			%
			%
			%

### 4. Terms of payment and delivery

4.1 Do you accept our terms of payment and delivery? n/a  Yes  No

Delivery: DDP Bonn (Incoterms 2010)  
Packing: Price incl. packing  
Payment: 30 days

If not, which terms of payment and delivery can you offer us?

Delivery: \_\_\_\_\_  
Packing: \_\_\_\_\_  
Payment: \_\_\_\_\_

It what currency will you invoice us? .....

4.2 As an international organization we have TAX exempt status and do not have a TAX ID,  
do you agree not to charge us VAT? Yes  No

In case you do charge VAT, what is the current VAT rate you will apply? \_\_\_\_\_ (Year) \_\_\_\_\_ %

Can you offer us?  
- monthly invoicing Yes  No   
- quarterly invoicing Yes  No

## 5. Corporate Sustainability

- 5.1 Follow you ethical principles (e. g. the ten principles of the UN Global Compact see Annex A) and if so, please specify? In case you have internal rules please attach a copy. Yes  No
- 5.2 Follow you ecological principles (e.g. usage of recyclable materials)? If so, please describe briefly? Yes  No
- .....

## 6. Service Orientation / Capacity

- 6.1 Do you have the possibility to deliver a service during a possible contract duration of 2-3 years? Yes  No
- 6.2 Will we have a direct contact and on which level within the company will the contact be? ..... Yes  No

## 7. Quality Management

- Do you have a QM certificate in accordance with ISO 9001? (please attach) Yes  No
- Certificate is in preparation. Conclusion planned for .....

## Annex A: The Ten Principles of the UN Global Compact

Corporate sustainability starts with a company's value system and a principled approach to doing business. This means operating in ways that, at a minimum, meet fundamental responsibilities in the areas of human rights, labour, environment and anti-corruption. Responsible businesses enact the same values and principles wherever they have a presence, and know that good practices in one area do not offset harm in another. By incorporating the Global Compact principles into strategies, policies and procedures, and establishing a culture of integrity, companies are not only upholding their basic responsibilities to people and planet, but also setting the stage for long-term success.

The UN Global Compact's Ten Principles are derived from: the [Universal Declaration of Human Rights](#), the [International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), the [Rio Declaration on Environment and Development](#), and the [United Nations Convention Against Corruption](#).

### Human Rights

[Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and

[Principle 2](#): make sure that they are not complicit in human rights abuses.

### Labour

[Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

[Principle 4](#): the elimination of all forms of forced and compulsory labour;

[Principle 5](#): the effective abolition of child labour; and

[Principle 6](#): the elimination of discrimination in respect of employment and occupation.

### Environment

[Principle 7](#): Businesses should support a precautionary approach to environmental challenges;

[Principle 8](#): undertake initiatives to promote greater environmental responsibility; and

[Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

### Anti-Corruption

[Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.