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):

<table>
<thead>
<tr>
<th>Contact*:</th>
<th>Names</th>
<th>Phone numbers</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management:</td>
<td>__________________________</td>
<td>__________________________</td>
<td>__________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>Sales department:</td>
<td>__________________________</td>
<td>__________________________</td>
<td>__________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>Administration:</td>
<td>__________________________</td>
<td>__________________________</td>
<td>__________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>Technical department:</td>
<td>__________________________</td>
<td>__________________________</td>
<td>__________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>Quality Management:</td>
<td>__________________________</td>
<td>__________________________</td>
<td>__________________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>
* 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

<table>
<thead>
<tr>
<th>Number of staff</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White-collar worker:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Turnover</th>
<th>2017 (in €)</th>
<th>2018 (in €)</th>
<th>2019 (in €)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is the annual report available? Yes [ ] No [ ]
Do you have a reference list and would this list be available for us? Yes [ ] No [ ]

Reference list / Main customer:
(Please attach a copy of suitable references)

<table>
<thead>
<tr>
<th>%</th>
<th>%</th>
<th>%</th>
</tr>
</thead>
</table>

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 your 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 your ecological principles (e.g. usage of recyclable materials)?

Yes ☐ No ☐

If so, please describe briefly?

…………………………………………………………………………………………………………………………………………………………

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

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.