



Mühlbauer

High Tech International

Production Solutions for:

- Smart Identification
- Semiconductor Related Products
- Coating & Drying
- Industrial Image Processing
- Traceability
- Precision Parts

Roding, 27.07.2015

Supplier self disclosure

Dear Ladies and Gentlemen,

To ensure the quality of our products on a broad basis, we need to make sure that our suppliers deliver high quality and faultless products. Therefore it is necessary to get a detailed picture of your company and your operational sequences. Please fill in the attached supplier self disclosure and return it signed within 5 days.

Based on your given information our quality management will decide if a supplier audit will become necessary to get more detailed information and to build up an efficient supplier management. In that case we will of course inform you about our visit in time.

Please feel free to contact me if there are any questions.

Thank you in advance for your efforts.

With best regards,

Supplier self disclosure

Please add your current business card and supporting documents for all given information!

General Information on the company			
Company name			
Founding year			
Legal form/ Affiliation to group			
	Address head office	Further branches	
Street			
POB			
Postal code/ city			
Telephone			
Fax			
E-mail			
Homepage			
Industrial sector			

Organisation				
Contact name	Name	Telephone	Fax	E-mail
Sales				
Quality				
Technical Service				

Branches	
Number of branches	

Bank details			
	Bank 1	Bank 2	Bank 3
Name of the bank			
Bank code			
Account number			
IBAN-Number			

Size of company		Turnover	
Number of employees <u>previous year</u>		Total turnover year <u>before last year</u>	€
Number of employees <u>current year</u>		Total turnover <u>previous year</u>	€
		Sales Target <u>current year</u>	€



Quality management system			
Your QM-system is based on which standard/guideline?	Certified on (date)	Certified by: (please attach certificate)	If no certification, is it planned and when?
<input type="checkbox"/> DIN EN ISO 9001:2000			
<input type="checkbox"/> others			
<input type="checkbox"/> if you are a dealer, please add ISO-certificates of your main suppliers			
Has your company been audited by a customer within the last 12 months? <input type="checkbox"/> yes (Please fill in following spaces and attach certificate) <input type="checkbox"/> no			
Which customer?	Guideline?	Result?	

Activities for quality improvement			
	yes	no	Comments Here you can fill in extra information
1. Are there internal audits?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does your company audit and evaluate suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is there a regular supplier evaluation in table form?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are there defined proceedings to improve processes and actions?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is there a program for employee training?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is the company producer or dealer?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does your company monitor quantity and esp. quality of delivered goods? How? (please explain in comments)	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do you use recyclable packing material?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is the traceability of your parts assured? How? (please explain in comments)	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are there special regulations concerning storage of your products? If yes, please explain in comments.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are sub-suppliers of materials or services qualified concerning the ability to fulfil customer's requirements? How?(please explain in comments)	<input type="checkbox"/>	<input type="checkbox"/>	
12. Do you check contract-, order- and changing details on completeness and practicability before sending the confirmation?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are some delivered products manufactured by sub-suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	



14. Is there a stock receipt control?	<input type="checkbox"/>	<input type="checkbox"/>		
15. Is there a defined reclamations handling? Please name the person who is responsible for all questions concerning reclamations and quality assurance?	<input type="checkbox"/>	<input type="checkbox"/>		
16. Do you have a product liability insurance? Please inform about the amount?	<input type="checkbox"/>	<input type="checkbox"/>		
17. Do you have a systemized analysis of cause of errors to avoid reoccurrence? Are you able to create preventive measures (8D-Report)?	<input type="checkbox"/>	<input type="checkbox"/>		
18. Do you have a code of Conduct (Social standards, Prohibition of child labor, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>		

Reference customers	
1. Company	
Name of contact person	
Address	
Telephone	Fax
2. Company	
Name of contact person	
Address	
Telephone	Fax
3. Company	
Name of contact person	
Address	
Telephone	Fax

Herewith I declare all information being up-to-date and correct:

Name/ position in company	Phone:	Fax:	Date:	Signature:

Thank you!



Supplier release (to be filled in by Mühlbauer):

Release of supplier

approved not approved

Date, Signature

Comments (to be filled in by Mühlbauer)
