

Production Solutions for:

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

Roding, 25.09.2025

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				

exportcontrol	
Who in your company is responsible for export control?	
Does your company have a US connection? (Subsidiary of a US company?)	
Is your company a US-Person?	
Does your company trade with US goods/ EAR99 goods? If so, which ones?	
Does your company trade with ITAR/ military goods? If so, which ones and why?	
Does your company trade with Dual-Use goods? If so, which ones?	
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
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Number of employees previous year		Total turnover year before last year		€
Number of employees current year		Total turnover previous year		€
		Sales Target current year		€

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?
☐ DIN EN ISO 9001			
☐ DIN EN ISO 27001			
☐ IT Security Management			
☐ DIN EN ISO 50001			
☐ Energie Management			
☐ others			
☐ 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? ☐ yes (Please fill in following spaces and attach certificate) ☐ no			
Which customer?	Guideline?	Result?	

Activities for quality improvement			
	yes	no	Comments Here you can fill in extra information
1. Are there internal audits?	☐	☐	
2. Does your company audit and evaluate suppliers?	☐	☐	
3. Is there a regular supplier evaluation in table form?	☐	☐	
4. Are there defined proceedings to improve processes and actions?	☐	☐	
5. Is there a program for employee training?	☐	☐	

Measures to prevent human rights and environmental risks and violations



	yes	no	
6. Does your company fall under the Supply Chain Due Diligence Act (LkSG)?	☐	☐	
7. Does your company have a human rights strategy? Does it have a policy statement on this?	☐	☐	
8. Have you appointed a human rights officer within your company? If applicable, please provide the contact details.	☐	☐	
9. Do you regularly (at least once a year) and as needed identify human rights and environmental risks in your own business area and throughout your supply chain?	☐	☐	
10. Do you incorporate preventive measures against identified human rights and environmental risks in your supply chain and do you take immediate action to remedy any identified human rights and environmental violations?	☐	☐	
11. Does your company act in accordance with the Minamata Convention, the Stockholm Convention and the Basel Convention?	☐	☐	
12. Does your company have a supplier code of conduct that requires your suppliers to comply with internationally recognised human rights and environmental standards?	☐	☐	
13. Have you established a grievance mechanism that allows for the reporting of human rights and environmental risks and violations?	☐	☐	

Further Questions		
14. Is the company producer or dealer?		
15. Does your company monitor quantity and esp. quality of delivered goods? How? (please explain in comments)		
16. Do you use recyclable packing material?		
17. Is the traceability of your parts assured? How? (please explain in comments)		
18. Are sub-suppliers of materials or services qualified concerning the ability to fulfil customer's requirements? How ?(please explain in comments)		
19. Do you check contract-, order- and changing details on completeness and practicability before sending the confirmation?		
20. Is there a stock receipt control?		



21. Is there a defined reclamations handling? Please name the person who is responsible for all questions concerning reclamations and quality assurance?		
22. Do you have product liability insurance? Please inform about the amount?		
23. Do you have a systemized analysis of cause of errors to avoid reoccurrence? Are you able to create preventive measures (8D-Report)?		

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:
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Supplier release (to be filled in by Mühlbauer):

Release of supplier ☐ approved ☐ not approved

Date, Signature

Comments (to be filled in by Mühlbauer)

Award for points by supplier self-disclosure	
	count to taken Points
General details to the company	
-	
quality management system	



-			
	DIN EN ISO 9001 If the head office or manufacturing plant is certified, 5 points are also awarded. The same applies to the main suppliers of pure retailers.		5
	EN 50001		1
	EN 27001		1
	EN 14001		1
	others		1
	Did a supplier audit take place within the last 12 months?		0
measures of quality improvement			
-			
1.	Are there internal audits?		2
2.	Are suppliers audited and evaluated?		2
3.	Is there a vendor assessment, which is carried out in tabular and regular form?		3
4.	Has a system been defined for the correction of processes?		2
5.	Is there a program for employee training?		1
Measures to prevent human rights and environmental risks and violations			
6.	Does your company fall under the Supply Chain Due Diligence Act (LkSG)?		0
7.	Does your company have a human rights strategy? Does it have a policy statement on this?		2
8.	Have you appointed a human rights officer within your company? If applicable, please provide the contact details.		1
9.	Do you regularly (at least once a year) and as needed identify human rights and environmental risks in your own business area and throughout your supply chain?		2
10.	Do you incorporate preventive measures against identified human rights and environmental risks in your supply chain and do you take immediate action to remedy any identified human rights and environmental violations?		2
11.	Does your company act in accordance with the Minamata Convention, the Stockholm Convention and the Basel Convention?		2
12.	Does your company have a supplier code of conduct that requires your suppliers to comply with internationally recognised human rights and environmental standards?		3
13.	Have you established a grievance mechanism that allows for the reporting of human rights and environmental risks and violations?		2
Further Questions			
14.	Is the company producer or dealer?		0
15.	Does your company monitor quantity and esp. quality of delivered goods? How? (please explain in comments)		2
16.	Do you use recyclable packing material?		1
17.	Is the traceability of your parts assured? How? (please explain in comments)		3
18.	Are sub-suppliers of materials or services qualified concerning the ability to fulfil customer's requirements? How ?(please explain in comments)		3
19.	Do you check contract-, order- and changing details on completeness and practicability before sending the confirmation?		5
20.	Is there a stock receipt control?		2



21.	Is there a defined reclamations handling? Please name the person who is responsible for all questions concerning reclamations and quality assurance?		2
22.	Do you have product liability insurance? Please inform about the amount?		2
23.	Do you have a systemized analysis of cause of errors to avoid reoccurrence? Are you able to create preventive measures (8D-Report)?		2

possible points in total

52

Limit for release 37 points