

# Supplier Self Assessment



The questionnaire "Supplier Self-Assessment" serves to assess the quality capability and to help us to get to know our existing and potential suppliers better. The completed questionnaire is required to participate in our inquiries and tenders.

Please note our duty to provide information to the Art. 13 DSGVO at the end of the document. If you have any questions, please contact our purchasing department at telephone no.:040/605 65 – 0.

Please send the completed information and other documents (see point 5) signed back to us.

D+H Mechatronic AG  
Department: PURCHASE  
Georg - Sasse - Straße 28-32  
22949 Ammersbek

or by email: einkauf@dh-partner.com

## 1. General data

### Supply Relationship

New Supplier

Supplier since:

Client no.:

### Address

Company

Street

Zip - Town

Country

Com.Reg.no.

Phone no.

Fax no.

E-mail Address

Internet Address

Managing Director

### Company Profile

Legal Form

Founding year

### Number of Employees (current status)

Total

Production

Q-Management

Sales/Admin.

Development

Apprentices

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## Senior Contact Person

	Name	Phone	E-Mail Address
Company Mangemt.			
Sales			
Production			
Technology			
Quality Managment			
Shipping			
D+H Contact Person			

Producer

Dealer

If manufacturer, where are production locations:

1.

2.

3.

4.

## 2. Company Data

Capital ratio

Site / building

Productions area (m<sup>2</sup>)

Storage area (m<sup>2</sup>)

2015

Property

2016

Rent

2017

Sales in €	
2015	
2016	
2017	

Number of Employees	
2015	
2016	
2017	

Production utilization in % of capacity	
2015	
2016	
2017	

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Sales to the 5 largest customers in % of total sales		
Name	Sales	%

Industry / Sales markets (pro rata sales in %)		
Business	Sales	%

**Main production areas**

- Small series                     
  Medium series                     
  Large series

Payment terms:  
 Delivery terms:  
 Warranty:

**Product liability insurance**

Insurer:  
 Insured amount:

**3. Product spectrum (Group of goods) / Range of services**

<u>Product spectrum</u>		<u>Range of Services</u>	

## 4. Management - Certificate

Certificate	Issued	Planned	Certification date	Certification institute
DIN EN ISO 9001	<input type="checkbox"/>	<input type="checkbox"/>		
ISO 14001	<input type="checkbox"/>	<input type="checkbox"/>		
VDA 6.1	<input type="checkbox"/>	<input type="checkbox"/>		
QS 9001	<input type="checkbox"/>	<input type="checkbox"/>		
TS 16949	<input type="checkbox"/>	<input type="checkbox"/>		
Other	<input type="checkbox"/>	<input type="checkbox"/>		

## 5. Enclosed Documents

- |                      |                          |                                     |                          |
|----------------------|--------------------------|-------------------------------------|--------------------------|
| Annual report        | <input type="checkbox"/> | List of customer references         | <input type="checkbox"/> |
| Company brochure     | <input type="checkbox"/> | Certificates                        | <input type="checkbox"/> |
| Organizational chart | <input type="checkbox"/> | Copy of product liability insurance | <input type="checkbox"/> |
| Machine list         | <input type="checkbox"/> |                                     |                          |

## 6. In which areas, products or manufacturing processes do you see your power?

## 7. Remarks

## **8. Duty to provide information when collecting personal data from delivery partners of the D+H Group and their respective persons or employees (in accordance with Art. 13 GDPR)**

1. For the procurement processes of the D+H Group (eg. inquiries / tenders, offer comparisons, order processing, supplier evaluations and risk analyzes) as well as the exchange of data (eg. business card exchange for business initiation), the existing master data incl. required personal data pursuant to Art. 6 para. 1 lit. b) DSGVO will be processed for the purpose of fulfilling the contract or carrying out pre-contractual measures.
2. The correspondence with suppliers of the companies of the D+H Group takes place in all common ways of communication such as: letter, e-mail, fax, telephone, and messenger. All relevant information for business initiation and business execution is executed via these communication channels and means. In particular, order data such as orders as well as contracts, protocols, agendas and other information will be exchanged.
3. If, as our supplier, you have objections to the above described points, please inform us in writing.
4. If personal data are collected by the persons concerned or employees of the supplier, the D+H Group hereby informs the data subject or employee of the supplier at the time of collecting this data:
  - a. The name and contact details of the person in charge of the D+H Group and, if applicable, its representative can be found in our e-mails, business letters and contracts.
  - b. The data will only be processed by the D+H Group employees responsible for the contract. If necessary, personal data will be shared with the companies involved in the execution of this contract.
  - c. The contact details of the data protection officer of the D+H Group are:

Dr. Uwe Schläger  
datenschutz nord GmbH  
Web: [www.datenschutz-nord.de](http://www.datenschutz-nord.de)  
E-Mail: [office@datenschutz-nord.de](mailto:office@datenschutz-nord.de)

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Phone: 0421-69 66 32 0

- d. The purposes for which the personal data are processed were previously referred to in passages 1 & 2.
  - e. The data required for the fulfillment of the contract will be deleted no later than 3 years after termination of the contract and will only be kept available for any further inquiries. The data will not be deleted if claims are still open after contract termination and should be collected. In the event of legal retention periods, the data concerned will be archived for the duration of these periods.
  - f. The existence of a right to information on the part of the person responsible concerning the personal data concerned, as well as rectification or erasure or restriction of processing or right of opposition to processing and the right to data portability.
  - g. The delivery partner may revoke his consent at any time without affecting the legality of the processing carried out on the basis of the consent until the revocation.
  - h. The delivery partner is entitled to a right of appeal to the relevant supervisory authority.
  - i. If the D+H Group intends to process the personal data for a purpose other than that for which the personal data was collected, the D+H Group shall provide the data subject to the involved persons with information about that other purpose and all other relevant information prior to such processing
5. Should individual provisions be or become ineffective, this does not affect the validity of this information otherwise. In such a case, the parties will use an effective provision of the GDPR in lieu of the invalid provision, which comes closest to the purpose of the original provision. The same applies if a regulation should prove incomplete.

Agreement for Auditing  yes  no

## 9. These Supplier Self Assessment was filled by:

Name, Pre-Name	
Manager Function	
Phonenumber	
E-Mail-Adress	

\_\_\_\_\_

Date

\_\_\_\_\_

Stamp/Mark

\_\_\_\_\_

Signature