

FORMULAR – FORM

Title: Selbstauskunftsbogen für Lieferanten - Questionnaire for Suppliers

Main-Process: CP02 **Sub-Process:** 1

Version: 8, **Scope:** Austria, Portugal, Poland



Selbstauskunftsbogen für Lieferanten

Questionnaire for Suppliers Questionário para Fornecedores

Sehr geehrte Damen und Herren,
die Firma *Aspöck Systems GmbH – Aspöck Portugal SA – Aspöck Automotiv Polska* bittet Sie, folgenden Selbstauskunftsbogen auszufüllen und zu retournieren.
Ihre Informationen helfen uns Ihr Unternehmen richtig einzustufen und Ihr Lieferantenstammblatt zu aktualisieren.

Exmos Senhores,
A Aspöck Systems GmbH – Aspöck Portugal SA – Aspöck Automotiv Polska solicita o preenchimento deste questionário e que o devolva depois de completamente preenchido.
As suas informações são imprescindíveis para a classificação da vossa empresa e atualização da nossa base de dados.

Dear Sirs,
Aspöck Systems GmbH – Aspöck Portugal SA – Aspöck Automotiv Polska asks you to fill in the following self- assessment and return it after completely filled.
Your information will help us to classify your company and update your vendor master data list.

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Nur zum Zeitpunkt des Druckdatums am 11.03.2024 gültig / Just valid at date of printing 11.03.2024

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(*) Fragen für Dienstleistungslieferanten sind mit Sternchen gekennzeichnet.

1. Allgemeine Angaben (*) Informação Geral General Information

Lieferantennummer:
Fornecedor N°:
supplier no.:

Name der Firma:
Designação da Empresa:
Company name:

Adresse:
Morada:
Address:

PLZ/Ort :
Código Postal/Cidade:
ZIP- Code / town:

Telefon:
Telefone:
telephone:

Fax:
Fax:
fax:

Webseite:
Website:
homepage:

USt-IdNr.:
Número de contribuinte:
VAT-number:

Firmenbuchnr.:
RegistoComercial:
commercial register number:

Bankverbindung:
Número de Conta:
bank account:

IBAN /BIC or SWIFT/ NIB:
IBAN e NIB:
BIC or SWIFT:

Zahlungsbedingungen:
Condições de Pagamento:
Payment Terms:

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Lieferbedingungen:
Condições de Fornecimento:
Delivery Terms:

Datum:
Data:
Date:

2. Organisation (*) Organização *organisation*

Geschäftsführung:
Director Geral/mail:
managing director:

Leiter Einkauf:
Director de Compras/mail:
purchasing manager

Leiter Qualitätsmanagement:
Director de Qualidade/mail:
quality manager:

Leiter Verkauf:
Director Comercial/mail:
sales manager:

Leiter Produktion:
Director de Produção/mail:
production manager:

Ansprechperson für Reklamationen:
Reclamações/mail
complaints:

Leiter Projektmanagement:
Director de Projectos/mail:
project manager:

Buchhaltung:
Contabilidade/mail:
accountant:

Produktsicherheitsbeauftragter:
Representante legal pela segurança do produto/mail:
Product Safety Representative Nominative:

Organigramm bitte beilegen!
Organigrama anexar!
organisational chart please add!

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Wer verantwortet in Ihrem Unternehmen Nachhaltigkeit und Compliance in der Lieferkette?
Quem é responsável pela sustentabilidade e conformidade na cadeia de abastecimento na sua empresa?

Who is responsible for sustainability and compliance in the supply chain at your company?

3. Betriebsgröße (*)

Tamanho da Empresa

Company size

Gibt es mehrere Produktionsstätten?

A vossa empresa possui mais de um local de produção?

Does your company has more than one production site?

ja

sim

yes

nein

não

no

Anzahl Produktionsstätten:

Número de locais de produção:

number of production sites:

Standorte der Produktionsstätten:

Localização da produção:

production sites:

Anzahl Beschäftigte:

Número de colaboradores por departamento:

Please state the number of employees in the following departments:

davon Einkauf:

Departamento de Compras:

purchasing department:

davon Verkauf:

Departamento Comercial:

sales department:

davon Qualitätssicherung:

Departamento de Qualidade:

quality assurance department:

davon Produktion:

Departamento de Produção:

production:

davon F&E:

Departamento de Desenvolvimento:

R&D:

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Nennen Sie bitte Ihre Referenzen:
Por favor, indique as suas referências:
Please name your references:

4. Umsatz/ Leistung (*)

Volume de Negócios:
turnover/ performance

Umsatz der vergangenen 3 Jahre:
Volume de negócios dos últimos três anos:
turnover of the last three years:

20

20

20

Anteil Automotive in %:
Participação automotiva em %:
Automotive share in %:

5. Produkthaftpflichtversicherung

Seguro de responsabilidade do produto
product liability insurance

Über welche Arten von Versicherungen verfügt ihr Unternehmen? Que
tipos de seguros a empresa pode suportar?
Which sorts of insurances can you afford?

Verfügt Ihr Unternehmen über eine Produkthaftpflichtversicherung?
A empresa tem um seguro de responsabilidade do produto?
Does your company have a product liability insurance?

| | |
|-----|------|
| ja | nein |
| sim | não |
| yes | no |

Höhe der Versicherung:
Qual o montante coberto pelo seguro de responsabilidade do
produto? *Which amount covers your product- liability- insurance?*

| | | | |
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6. Qualitätsmanagement (*)

Gestão da Qualidade quality management

Ist Ihr Unternehmen nach einer der nachfolgend angeführten Normen zertifiziert?

A empresa está certificada com alguma das seguintes Normas?

Is your company certified according to any of the following standards?

Bitte Zertifikat beilegen!

Por favor, anexe todos os certificados!

Please enclose all certificates!

| | |
|------------------------------|-----------|
| ISO 9001 | ISO 45001 |
| ISO 50001 | ISO 27001 |
| IATF 16949 | TISAX |
| ISO 14001 | |
| Weitere Outros Further | |

Verfügen Sie über ein Internationales Materialdatensystem?

A empresa possui um IMDS?

Does the company has a IMDS available?

| | |
|-----|------|
| ja | nein |
| sim | não |
| yes | no |

Ist eine IMDS Dateneingabe möglich?

É possível a entrada de dados no IMDS?

Is the data input in IMDS possible?

| | |
|-----|------|
| ja | nein |
| sim | não |
| yes | no |

IMDS – ID:

Ist eine Datenschnittstelle für Produktentwicklung
verfügbar? Está disponível algum interface de dados
para o desenvolvimento de produtos?

Is a data interface for product development available

| | | |
|----|------|---------|
| dx | step | andere: |
| dx | step | outro: |
| dx | step | others |

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Wird eine der folgenden Methoden in Ihrem Unternehmen angewandt?

Quais dos seguintes procedimentos e métodos usam regularmente?

Which of the following procedures and methods do you employ regularly?

Fehler-, Möglichkeits- und Einflussanalyse

FMEA

Failure Mode and Effect Analysis

KVP

Processo de Melhoria Continua

continuous improvement process

Prozessfähigkeitsuntersuchung

Estudo de capacidade do processo

process capability study

Maschinenfähigkeitsuntersuchung

Estudo de capacidade da máquina

machine capability study

Erstbemusterungen

Amostras Iniciais

initial sampling

Ist ein Produkt- und Produktänderungsprozess vorhanden ?

ja

nein

Existe um processo de mudança de produto e de produto?

sim

não

Is there a product and product change process in your company?

yes

no

7. Umweltmanagementsystem/ Arbeitsschutzsystem/ Nachhaltigkeit (*)

Sistema de Segurança de Gestão Ambiental

environmental management system/ industrial safety management system

Verfügt Ihr Unternehmen über eine Richtlinie, die die Lieferanten dazu verpflichtet in ihrem Lieferantenstamm soziale, ethische und umweltbezogene Normen sicherzustellen?

A sua empresa tem uma política que exige que os fornecedores garantam padrões sociais, éticos e ambientais na sua base de fornecedores?

Does your company have a policy that requires suppliers to ensure social, ethical and environmental standards in their supplier base?

Ja Nein

Sim não

Yes No

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Verfügt Ihr Unternehmen über ein Verfahren zur Selbstauskunft von Lieferanten, um Transparenz hinsichtlich wirtschaftlicher, ökologischer und sozialer Verantwortung in Ihrem Lieferantenstamm zu erreichen?

A sua empresa tem um processo de auto-divulgação dos fornecedores para obter transparência relativamente à responsabilidade económica, ambiental e social da sua base de fornecedores?
Does your company have a supplier self-disclosure process to achieve transparency regarding economic, environmental and social responsibility in your supplier base?

Ja Nein
Sim não
Yes No

Werden Ihre Sourcing-Entscheidungen von der Compliance Ihrer Lieferanten mit den folgenden Punkten beeinflusst?

As suas decisões de aprovisionamento são influenciadas pela conformidade dos seus fornecedores com os seguintes aspectos?

Are your sourcing decisions influenced by your suppliers' compliance with the following?

Umweltschutz
Proteção do ambiente
Environmental protection

Anti-Korruption & Anti-Bestechung
Anti-corrupção e anti-suborno
Anti-Corruption & Anti-Bribery

Menschen und Arbeitsrechte
Pessoas e direitos laborais
People and labor rights

Arbeitssicherheit
Segurança no trabalho
Occupational safety

Hat Ihr Unternehmen einen Korrekturplan für den Fall, dass Probleme in Zusammenhang mit Umwelt, Arbeit, Menschenrechten, Arbeitssicherheit sowie Korruption in Ihrem Lieferantenstamm entdeckt werden?

A sua empresa tem um plano de ação correctiva para o caso de serem detectados problemas ambientais, laborais, de direitos humanos, de segurança no trabalho e de corrupção na sua base de fornecedores?

Does your company have a corrective action plan in place in the event that environmental, labor, human rights, occupational safety, as well as corruption issues are discovered in your supplier base?

Ja Nein
Sim não
Yes No

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Erstattet Ihr Unternehmen extern Bericht über die in seinem Lieferantenstamm ausgeübte Unternehmensverantwortung?

A sua empresa apresenta relatórios externos sobre a responsabilidade empresarial exercida na sua base de fornecedores?

Does your company report externally on the corporate responsibility exercised in its supplier base?

Ja Nein
Sim não
Yes No

8. Logistik

Logística

logistics

Welche Lager- und Transportmöglichkeiten können Sie anbieten?

Que soluções de armazenamento e distribuição a empresa possuiu?

Which storing and delivering options can you offer?

Just-in-time

KANBAN

Konsignationslager

Armazém de Consignação

consignment warehouse

Andere

Outros

others

Keine

Nenhum

neither

Über welche Software- Systeme verfügen Sie? (ERP-System, CAD- System, EDI,...)

Quais os softwares disponíveis na empresa? (Sistema ERP, CAD, EDI,...)

Which software systems are available?

Folgende Dokumente müssen mit übermittelt werden:

- Organigramm
- Zertifikate
- Firmenpräsentation

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9. Supplier approved:

For internal use:

.....
EK / Date

.....
QM / Date

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