

**1. General details about your company**

**1.1 General information**

Koenig & Bauer Supplier-no.

Company

Postal address

Shipping address

Telephone       Telefax

E-Mail

Internet-Address

Supplier's code for Koenig & Bauer

**1.2 Contact persons / persons in charge**

	Name	direct dial / direct fax	E-Mail
Managing Director	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales Director	<input type="text"/>	<input type="text"/>	<input type="text"/>
Development / Design	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quality Management	<input type="text"/>	<input type="text"/>	<input type="text"/>
Manufacturing	<input type="text"/>	<input type="text"/>	<input type="text"/>
Order Processing	<input type="text"/>	<input type="text"/>	<input type="text"/>

**1.3 Company development and key figures**

(please enter the data of the current year and the 3 previous years as well as a prognosis for the following year)

	-3	-2	-1	actual year	Prognosis following year
Total revenue (in € 1000)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Investment volume (in €1000)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of people employed in:

	-3	-2	-1	actual year	Prognosis following year
- Development / Design	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Manufacturing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Quality Management	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Sales	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- in total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Absence due to illness (%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Number of supplied customers

Number of main customers (80% share of revenue)

Year of company foundation  (year)

# Supplier self information -General information-

## 1.4 Branches

Trading subsidiaries / production sites (ranked by size)	Country, city	Trade/Production Number of employees	
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Would you be able to supply our locations in the following countries?

Germany	Yes / No	<input type="text"/>
Austria	Yes / No	<input type="text"/>
Spain	Yes / No	<input type="text"/>
Turkey	Yes / No	<input type="text"/>

Czech Republic	Yes / No	<input type="text"/>
Switzerland	Yes / No	<input type="text"/>
	Yes / No	<input type="text"/>
	Yes / No	<input type="text"/>

## 2. Quality Management

### 2.1 Company certification (please attach a copy of the appropriate certificates)

Certificate	date (since / planned for)	valid till	Certification company
DIN EN ISO 9001	<input type="text"/>	<input type="text"/>	<input type="text"/>
ISO 45001	<input type="text"/>	<input type="text"/>	<input type="text"/>
ISO 14001	<input type="text"/>	<input type="text"/>	<input type="text"/>
ISO 50001	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 2.2 Questions concerning quality management

Please answer this part only  
if you do not have an ISO 9001  
certificate.

	yes	no	being introduced	planned	Dates / remarks:
Are you intending to become certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Is there a person in charge of quality management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Is the person in charge an independent organisational unit and does he/she report directly to the management?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , what is the organisational relationship?		
	<input type="text"/>				
Does the person in charge have other tasks except quality management?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>yes</b> , which ?		
	<input type="text"/>				
Is the knowledge of the quality management employees up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

	yes	no	being introduced	planned	Dates / remarks:
Do regular training courses take place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does an Organigramm exist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the manufacturing / testing processes described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there incoming goods inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any production accompanying steps taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are in-process inspections carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a systematic outgoing goods inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can initial samples and initial sample test reports be created?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are faulty parts specially labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are faulty parts stored separately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are 8D reports, from which the causes, measures, etc. can be recognised, systematically applied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	If <b>yes</b> , what is the normal reply time?				<input type="text"/>
Are test plans created before production?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are inspection results documented and kept? For how long?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does a statistical evaluation take place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there specific work instructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the procurement documents for external services contain requirements for quality testing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Werden Ihre Unterlieferanten systematisch bewertet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How many are audited (2nd party)?	<input type="checkbox"/> <10%	<input type="checkbox"/> <30%	<input type="checkbox"/> >60%	<input type="checkbox"/> >90%	
How many are ISO 9001 certified?	<input type="checkbox"/> <10%	<input type="checkbox"/> <30%	<input type="checkbox"/> >60%	<input type="checkbox"/> >90%	

	yes	no	in introduction	planned	Dates / remarks:
Are measuring instruments regularly calibrated / examined and is the examination documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does an updating-service for technical information exist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a manufacturability / measurability feasibility check carried out before the offer is submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are internal process and / or product audits carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**2.3 Allgemeines**

How is your "early warning system" organised towards the customer? (with regard to procurement difficulties, technical problems, jeopardising delivery deadlines, etc.)

	yes	no	in introduction	geplant	planned Dates / remarks:
Are you ready to conclude a quality assurance agreement (QAA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you accept the performance of external audits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you already been audited by customers? (last three)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date	Customer	Audit Type	Area covered	Result

What insurance coverage do you have for product

	Coverage up to	Insurance Company	Countries covered by insurance
General liability insurance and product liability	Mio.€		
Extended general and product liability including coverage for assembly and disassembly costs	Mio.€		
Recall cost insurance	Mio.€		
Loss-of-profits insurance	Mio.€		

From which suppliers do you purchase your materials? Do you have **3.1B-certificates** of acceptance **EN 10204** and is the traceability guaranteed (RVK)?

Material	Supplier	3.1B	RVK
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you already manufacture comparable parts for the printing industry?

yes  no

**If yes**, give references:

Description of the Parts	Customer
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Which material / parts do you get from other suppliers or branches?

Which product-relevant processes are carried out outside the company, on which parts?

Description of the Parts	Process
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**3. Manufacturing and Production-Know-how**

Do you have development and / or design possibilities for your manufactured products?

yes  no

Do you have any patents?

yes  no

If **yes**, short description:

Can you compile manufacturing drawings?

yes  no

What type of shiftwork does your company use?

1  2  3  4

Which materials are mainly used / worked on?

With which material do you have the best experience?

Where is the probability of a bottleneck highest?

Which technology do you believe you are particularly suited to at present and leading in relation to the competitors in the future?

**4. Methods of increasing efficiency**

Which company strategy / philosophy do you have?


Which efforts for Business Excellence have you already prepared / introduced / made?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Working group       | <input type="checkbox"/> Process engineering | <input type="checkbox"/> Reengineering               |
| <input type="checkbox"/> Benchmarking        | <input type="checkbox"/> Six Sigma           | <input type="checkbox"/> Business Balanced Scorecard |
| <input type="checkbox"/> Zero-error strategy | <input type="checkbox"/>                     | <input type="checkbox"/>                             |

How do you accomplish capacity planning in your production?

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> PPS-system | <input type="checkbox"/> computer aided planning (e.g. Excel tables) |
| <input type="checkbox"/> manually   | <input type="checkbox"/> no capacity planning                        |

Do you use indices such as rate of utilization and availability of machines for the capacity planning?  yes  no

If **yes**, please indicate the estimated degree of utilization of your production for the next five months (each month):

current month	mm:		yy:		+ 1	+2	+3	+4	+5
estimated utilization (in %)									

Is there a central time registration for orders/individual work procedu  yes  no

Do you offer an internal system for improvement suggestions?  yes  no

**5. Order Processing**

*Order entry*

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> manually | <input type="checkbox"/> EDP system |
|-----------------------------------|-------------------------------------|

*Interfaces for data exchange*

- |                               |                                      |                              |
|-------------------------------|--------------------------------------|------------------------------|
| <input type="checkbox"/> IGES | <input type="checkbox"/> SAT         | <input type="checkbox"/> DFX |
| <input type="checkbox"/> STEP | <input type="checkbox"/> Solid Works | <input type="checkbox"/>     |

*Logistics*

- |   |   |                                 |                                       |
|---|---|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Supplier stores  | <input type="checkbox"/> Consignment stores | <input type="checkbox"/> KANBAN | <input type="checkbox"/> Just in Time |
| <input type="checkbox"/> own vehicle park | <input type="checkbox"/> house carrier      | <input type="checkbox"/>        | <input type="checkbox"/>              |

*Consignment stores*

Are you capable to set up and maintain consignment stores at Koenig & Bauer AG?

- Delivery country Germany  yes  no
- Delivery country Austria  yes  no
- Delivery country Switzerland  yes  no
- Delivery country Czech Republic  yes  no

*Delivery times*

- 24h-Service  yes  no
- average delivery time  days

**6. Enclosed documents**

- Business report
- Company brochure
- Organigramm
- ISO certificates
- Liability insurance
- detailed list of machinery
- Reference list
- 

**7. Compliance:**

We have read the Code of Conduct of the Koenig & Bauer Group for suppliers and business partners and understand its importance and implications for our company.

- We will define and implement or maintain appropriate measures towards ensuring the compliance of our business operations with the specified requirements.
- We have already adopted our own Code of Conduct – which is equivalent to the Code of Conduct of the Koenig & Bauer Group – and an internal control system that ensures compliance therewith. (Please provide a copy)

\*available online at "<https://compliance.koenig-bauer.com/en/>"

**8. Remarks:**

  
  

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
signer	Department	Date	Signature