

## STRATEGIC PROCUREMENT

### Supplier Questionnaire – sheet-metal parts

Date: \_\_\_\_\_

Author: \_\_\_\_\_

Please tick:  Own initiative

Application on demand of  
STIWA

Name: \_\_\_\_\_

#### 1. General Information

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Sector: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

Currency: \_\_\_\_\_

Annual turnover over the past three years: \_\_\_\_\_

Investment volume over the past three years: \_\_\_\_\_

Product liability insurance for the countries amounting to: \_\_\_\_\_

Bank Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
IBAN No.: \_\_\_\_\_  
SWIFT/B/BIC Code: \_\_\_\_\_  
Clearing No: \_\_\_\_\_  
V.A.T No: \_\_\_\_\_

Does your company operate out of more than one location?  Yes - Continue with 2.  
 No – Continue with 3.

On Markets (in %)	National:	Europe:	Overseas:
Own market share / Market Share of Important Competitors		Branch	Market Share (in %)

**2. Global Location** (please state number of employees)

Method of Production		
Process	Production Site	Development Site

Company	Engineering	Production	Procurement	Sales	Service	Total

**3. Contacts**

	Management Board	Sales	Development
Name			
Phone			
E-Mail			
Negotiation Language			
No. of Employees			

	Production	Quality	Logistics
Name			
Phone			
E-Mail			
Negotiation Language			
No. of Employees			

Total Number of Employees
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**3.1 Clients**

Clients Automotive- & Supply Industry	Country	Portion of Tunover (in %)

#### 4. Customer Audits

Customer	Audit Type (System / Process / Product)	Score (Percentage)	Rating

#### 4.1 Patents

Does your company have own patents

Yes – Continue with a)

No – Continue with 5.

a) If yes, for which products or processes?

#### 5. Capabilities

##### 5.1 Cutting

	Laser Cutting	Waterjet Cutting	Pure Waterjet Cutting
Work Area: L x W x H			
Max. Sheet Thickness (stainless steel, aluminium)			

##### 5.2 Surface Treatment

Stainless Steel

Long Belt Grinding

Other/s:

Wide Belt Grinding

Vibratory Grinding

##### 5.3 Welding

Spot Welding

TIG Welding

Other/s:

Roll Welding

Laser Welding

Longitudinal Seam Welding

MIG/MAG Welding

Circumferential Seam Welding

#### 5.4 Others

Punch Press:	Max. Sheet Thickness	Max. Cutting Pressure
Fine Blanking Press:	Max. Sheet Thickness	Max. Cutting Pressure
Hydroforming:	Max. Sheet Thickness	Max. Cutting Pressure
Bending Machines:	Pressing Force	Bending Length
Shears:	Cutting Force	Cutting Length
Clinching:	Max. Sheet Thickness	
Riveting:	Max. Sheet Thickness	
Combined Punching and Laser Cutting:	Work Range Punching	
	Work Range Laser Cutting	
	Work Range Combined	
	Max. Sheet Thickness	
	Max. Punch Force	
Rounding:	Laser Power	
	Work Width	
	Max. Sheet Thickness	
	Minimum Diameter	
	Maximum Diameter	

#### 5.5. Special Processes/ Technology:

Orbital Cold Forming Pressing:		Max. Sheet Thickness
Metal Spinning (cold/ warm spinning):		Max. Sheet Thickness
Cold/ Warm extrusion	Max. Caliber	Max. Length
Radial forging (cold, Warm)	Max. Caliber	Max. Length
Other/s:		

#### 5.5 What are your core competences?

## 6. Quality and Environmental Management

### 6.1 Does your company have quality and environmental management system?

Yes

Which one?

- ISO 9001:20XX
- IATF16949:20XX
- ISO 14001:20XX
- OHSAS 18001:20XX
- Others

Which one/s?

No

Do you plan any certification?

- No
- Yes

Which one/s?

When?

Are all processes that are pertinent to your customers described and implemented throughout your company?

- No
- Yes

Which one/s?

### 6.2 Which labor equipment is available (CMM, Optical measuring instruments, leakage tests, cleanliness analysis, X-Ray, Compression Test, ...)

Labor equipment	Type/ manufacturer	Measuring accuracy

6.4 Have you installed a Continuous Improvement Process (CIP)?

Yes  No

6.5 Do you apply statistical process control (SPC) in your production?

Yes  No

6.6 Do you perform process FMEA?

Yes  No

6.7 Have you defined and implemented a process to manage and control non-conforming products?

Yes  No

6.8 Do you calibrate your test equipment and do you monitor this regularly?

Yes  No

6.9 Can you perform first article inspection (FAIs)?

Yes  No

6.10 Do you record and archive test results (if required) to ensure evidentiary documentation?

Yes  No

6.11 Do you mark non-conforming parts and control them as required, e.g. through separate storage?

Yes  No

## 7. Procurement / Logistics

- 7.1 Do you select your suppliers based on clearly defined processes and transparent criteria?  Yes  No
- 7.2 Do you include quality and environmental management requirements in your orders to your suppliers?  Yes  No
- 7.3 Do you do initial calculation for country of origin for your goods?  Yes  No
- 7.4 Do you deliver goods with confirmation of preferential origin?  Yes  No
- 7.5 How do you confirm preferential origin of goods?  Yes  No
- Declaration of country of origin (COO) directly on the invoice as "Authorized exporter" with unlimited value  Yes  No
  - Declaration of country of origin directly on the invoice with limited value as "not authorized exporter"  Yes  No
  - Movement certificate (EUR1)  Yes  No
  - Any other certification to declare country of origin such as (from A, ATR, ...)  Yes  No
- 7.6 Do you apply logistics concepts such as Kanban, JIT, or such when working with you customers and/ or suppliers?  Yes  No
- 7.7 Do you have special work instructions for handling delicate products?  Yes  No
- 7.8 Do you measure, evaluate and communicate supplier performance (delivery On Time/ In Full (OTIF), Supplier Score Card)?  Yes  No

## 8. Production Process

- 8.1 Are production processes monitored and continuously improved in a suitable manner?  Yes  No
- 8.2 Are identified deviations and customer complaints analysed, and are corrective measures defined and implemented?  Yes  No
- 8.3 Are production processes / technologies subject to capability checks and qualification?  Yes  No
- 8.4 Have you implemented processes for the marking and traceability of your products?  Yes  No
- 8.5 Are you processing carbon steel and/or nonferrous metal, particularly copper or copper alloys?  Yes  No
- 8.6 Are you processing different materials with same tools and/ or machines?  Yes  No
- 8.7 Are there actions in place to avoid any cross-contamination (even particles e.g. with tools or liquid media) by carbon steel and/ or nonferrous material?  Yes  No
- 8.8 Are all required tests, checks and inspections planned and performed (incoming goods, production, shipping)?  Yes  No
- 8.9 Do you perform first article/ last article tests as well as tests during the production process?  Yes  No
- 8.10 Have you installed preventive maintenance for your equipment, machines and plants?  Yes  No

## 9. Engineering

9.1 Number of engineers:

9.2 Which CAD system do you use?

Type:  
Version:

9.3 What data export format(s) do you use?  
(Preferred = STEP; Parasolid):

Type:  
Version:

9.4 Do you have in-house development activities/ facilities?  Yes  No

9.5 Do you have an in-house prototyping department?  Yes  No

9.6 Do you build your production devices/ equipment in-house?  Yes  No

9.7 Do you have an in-house tooling/ patterns/ mold shop?  Yes  No

9.8 What infrastructure is available at your site?

Endurance Test Station

Other/s:

Leakage Tests

Material Tests

Welding Seam Inspection

Please return the duly completed questionnaire by email to: [purchasing@stiwa.com](mailto:purchasing@stiwa.com)

### To be completed by STIWA:

	Rating			Date	Name	Signature
	Suitable	Conditionally suitable	Not suitable			
Category Management						
SQE						
Process Specialist						
Optional						
Sample Part requested						
Remarks:						