

	<h2>SUPPLIER QUESTIONNAIRE</h2>	Document Number	PP 8.4.1.2-F01
		Creation Date	30.08.2018
		Modification Date	-
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SUPPLIER EVALUATION QUESTIONNAIRE

PART A – GENERAL INFORMATION

Company name	
Address	
Manufacturing location address	
REGON / NIP / KRS	
How long has the company been in existence?	
How many employees does the company have?	
Scope of activity, type of production, or services:	

Is the product sourced directly from the manufacturer? TAK* NIE*
 If NO,
 please provide all entities involved in the flow of the product from the substance producer to the final recipient (excluding carriers):

PART B – COMMERCIAL TERMS, ORDER FULFILLMENT

1. What is the standard order fulfillment time?				
2. What is the minimum production/batch/package size?				
3. Contact details of the person handling order fulfillment.				
4. What is the standard payment term?				
5. Does the company have the ability to store goods and fulfill partial deliveries (ensuring delivery flexibility)?			YES*	NO*
6. Is the transport of goods handled by:		SUPPLIER*	RECIPIENT*	
7. Does the transport of ordered goods ensure their safety and proper quality maintenance?			YES*	NO*



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PART C – QUALITY ASSURANCE SYSTEM

1. Does the company have a certified quality assurance system (e.g., ISO)?	YES*	NO*
If YES,		
provide the names of all systems and the standards they were implemented according to :		
Provide the names of the certifying bodies and the date of the first certification: <i>PLEASE ATTACH A COPY OF CURRENT SYSTEM CERTIFICATES TO THE QUESTIONNAIRE</i>		
2. Does the company agree to a customer audit?	YES*	NO*
3. If the system has not been implemented, is there a plan to develop and implement a Quality Assurance System?	YES*	NO*
If YES,		
provide the approximate implementation date : _____		
provide the name of the planned system (standard number) : _____		
4. Are there visits from controlling units of other customers?	YES*	NO*
5. Is there a procedure for handling complaints?	YES*	NO*
If YES,		
who is responsible for handling complaints? _____		
What is the complaint resolution time? _____		
6. Is a quality certificate attached to each delivery of the finished product?	YES*	NO*
If YES, in what form: _____		
7. Do raw materials have certificates of quality from the manufacturers confirming the required quality?	YES*	NO*

FINAL PART

COMMENTS AND REMARKS

PERSONS FILLING OUT THE QUESTIONNAIRE
(First and last name, position)

DATE AND SIGNATURE (S)

*Please mark the correct answer with color



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