

Supplier Questionnaire AO “SOATE”

Name and designation of supplied material (of the component)					
№ item number	General information on the Supplier (to be filled by supplier representative)				
1.	Full and short name of the company				
2.	Legal address of the company	(Postal address, website, e-mail)			
3.	Actual address of the company				
4.	Manufacturing address				
5.	Quantity of Personnel (persons), including the persons with the high education (%)				
6.	Annual turnover of the company (thousand RUB)				
7.	General Director	Name	Telephone/Fax		
8.	Technical Director	Name	Telephone/Fax		
9.	Quality Assurance Director	Name	Telephone/Fax		
10.	Sales Director	Name	Telephone/Fax		
A. Technical aspects of delivery					
№ item number	(to be filled by engineering team of the supplier)	Answer			Remarks
		Yes	No	None	
1.	Is there any experience in the automotive business? (indicate length of experience and the business volume in the automobile industry)				
2.	Which materials (components) for automobile industry are produced by the company (or were produced before)?				
3.	Indicate number of years of using products production process similar to material (of the component) requested for supply?				
4.	To which customers are the products supplied? (Indicate core customers)				
5.	Does the material (component) requested for the supply refer to the complex product?				
6.	Is it possible to meet technical requirements specified for material (component) requested for supply?				
7.	Is there equipment available to ensure complete production cycle of material (component) requested for supply?				
8.	% of the capacity utilization of the enterprise.				
9.	The possibility to project and to develop.				
10.	Is it possible to develop and manufacture the tooling by itself to master production of material (component) requested for supply?				

11.	Which operations of the process should be performed externally (or purchase additional equipment) and is it possible to ensure it in your region?				
12.	Is there technical feasibility to increase the delivery volume of material (component) requested for supply at customer request additionally to the Order? (indicate percentage of increasing)				
13.	Indicate main suppliers of raw material (components) for manufacturing of products similar to material (components) requested for supply.				
14.	Is it required to search for new suppliers of raw material (components) when mastering production of the material (components) requested for supply?				
15.	Are there permission documents (licenses) authorizing performance of special processes (die casting, galvanizing, etc.)?				
16.	What technical and economic assistance is needed to master production of material (component) requested for supply?				
17.	Is there own potential to perform the technical developments?				
18.	Indicate available patents or bought licenses for the right to produce the products defining success of supplier on the market.				
19.	What progressive processes (equipment) can be used for manufacturing of the material (component) requested for supply? (Indicate which).				
20.	Is supplier ready to submit the documents (“PPAP documentation”) necessary for Customer’s approval of material (component) production requested for supply?				
21.	Does the company have the process for the management of changes?				
22.	Indicate the programs applied for the products (parts) development and preparation of the technical documentation.				
B. Aspects of Delivery Quality					
№ item number	(to be filled by quality assurance team of the supplier)	Answer			Remarks
		Yes	No	None	
1.	Is the Quality Management System of the company (or separate production) certified?				
2.	According to which standard is Quality Management System certified?				
3.	Indicate certificate number, date of issue (confirmation) and certification body.				
4.	In case the certificate is missing, indicate if the work takes place in regards to improvement of quality management system. Specify the standard of conformance.				
5.	Is quality outgoing inspection of supplied products carried out in the company and is quality control carried out during their production?				
6.	Can the company provide control (measurement) results performed during production of products?				
7.	Availability of the certified laboratories providing the control and the tests of the products.				

8.	Is there any possibility to provide the reports as per the 8D method (incremental solution of quality problems) in case the defected products are detected by the customer?				
9.	Is the supplier ready to play host the customer experts to perform the quality management system audit and the process audit for the manufacturing of the supplied material (component)?				
10.	Can the Supplier provide the samples of the products similar to the material (component) requested for the supply and for the estimation of the manufacturing quality?				
11.	Indicate quality level (value of defect rate or ppm) of products similar to material (component) requested for the supply.				
12.	Is there a traceability system during production from raw material (components) arrival to the warehouse to the transfer of the finished goods the customer?				
C. Delivery Aspects					
№ item number	(to be filled by sales team of the supplier)	Answer			Remarks
		Yes	No	None	
1.	Is the supplier ready to compensate additional expenses related to non-conforming products in the shipment?				
2.	What sources of the working capital renewal are used by the supplier?				
3.	Is the supplier ready for the payment terms within 30 days after products delivery to the customer?				
4.	Specify acceptable payment time limit for the products supplied.				
5.	Is there a perspective development plan of the company for 3-5-years' time period?				
6.	Is the supplier ready to perform the long-term deliveries of products?				
7.	Is there a program of in-house expenses reduction for the purpose of annual price reduction for the products supplied? If yes, specify the percentage.				
D. Logistics Aspects					
№ item number	(to be filled by purchase team of the supplier)	Answer			Remarks
		Yes	No	None	
1.	Are there warehouses of the supplier near the Customer (in Russia)? Specify their location.				
2.	Is there any possibility to ensure the in time products delivery in case of emergencies occurring during the delivery?				
3.	Is there, at the company, the action plan in case of the emergency situations?				
4.	Specify the acceptable time limit for the order acceptance in case the delivery volume and the date are changed.				
5.	Is there any possibility of urgent shipment of the new batch of material or component (in case the component delivered before is deemed to be				

	defective)? (Specify the time period).				
6.	Is there an opportunity to use reusable tare during delivery?				
E. Financial condition					
№ item number	(to be filled by purchase team of the supplier)	Answer			Remarks
		Yes	No	None	
1.	Availability of a business plan.				
2.	Is the organization in the process of liquidation or bankruptcy?				
3.	Does the organization have the not-fulfilled obligations towards of the banks, tax authority and the third parties?				
4.	Does the organization perform the risk analysis of its business?				

Supplier representative
responsible for the completion of questionnaire

(date)

Name

Contact phone/fax