**Supplier questionnaire**

**General Data**

|  |  |  |
| --- | --- | --- |
| Company | |  |
| Address, Zip Code, City | |  |
| Website | |  |
| Contact persons  (phone, e-mail) | Managing Director |  |
| Sales |  |
| QM |  |
| Logistics |  |
| Payment conditions | |  |
| VAT-Nr | |  |
| IBAN | |  |

Please enclose an organisational chart

**Company Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Legal form |  | | | | |
| Year of foundation |  | | | | |
| Number of Employees |  | | | | |
| Company’s Sales Trend | Year: | | Year: | | Year: |
|  | |  | |  |
| Main Customers |  | | | | |
| Main Competitors |  | | | | |
| Product Range |  | | | | |
| Has a product liability insurance been taken out? | yes | no | | Amount insured: | |
|  | |
| Does your company have a code of conduct for suppliers (if so, please enclose) | yes | no | | | |

**Quality Management certifications and memberships**

|  |  |  |  |
| --- | --- | --- | --- |
| Certificate | Issued on | Planned | Certifying institute |
| ISO 9001:2015 |  |  |  |
| ISO 22000:2005 or |  |  |  |
| ISO 22000:2018 |  |  |  |
| ISO 14001:2015 |  |  |  |
| BRC |  |  |  |
| IFS |  |  |  |
| GHP |  |  |  |
| GMP + |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please attach copies of certificates

**Further information and comments**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

**Agreements with Granovit AG**

* The supplier confirms that, with every delivery of the goods ordered by GRANOVIT AG, it will comply with the applicable statutory provisions of the recipient country Switzerland.
* The supplier is responsible for checking the quality parameters set out in the contract for each delivery and for verifying compliance with them.
* In the case of ascertained deviations from the specified limits, the supplier is obliged to inform GRANOVIT AG's purchasing department of the ascertained discrepancy before delivering the goods and to apply for a special release. Without a written special approval, GRANOVIT AG reserves the right to reject a delivery.
* The supplier provides GRANOVIT AG with the analyses, especially in the case of GMO, salmonella and dioxin-endangered products, before each delivery (contract).
* The supplier guarantees complete traceability with regard to the manufacture of the delivered goods. This also includes the use of purchased products for their manufacture. The records are to be archived in accordance with the applicable statutory retention requirements and made available to GRANOVIT AG upon request.
* In the event of internal / external production relocations or changes in the manufacturing processes that can affect the quality or properties of the goods delivered, GRANOVIT AG's purchasing department must be informed of the changes without being asked. GRANOVIT AG reserves the right to request a new sample of the goods concerned.
* Upon request and by appointment, the supplier grants representatives of GRANOVIT AG access to the company and the production facilities as well as an insight into the associated production and quality records.
* The supplier accepts the attached General Terms and Conditions of Purchase of Granovit AG, January 2021, without any limitation.

Date: ………………………………………………………………

Name/Signature: ………………………………………………………………

Please note that only questionnaires which are completed in full will be processed. Please send your documents to alexander\_proschek@granovit.ch.