

Supplier Questionnaire - Logistic



Logistic supplier profile – General

Established (Year)*

Ownership:*

Business type:*

- Trading
- Manufacturing
- Consulting
- Engineering
- Transportation
- others

Company locations:

- Central America
- South America without Brazil
- China
- India
- Asia without China and India
- Central, West and North Europe
- East Europe
- South Europe
- North Africa
- South Africa
- Australia
- North America
- Brazil

Upload organization chart

Upload company presentation:

Do you use an ERP System?* If "Other ERP" please specify:

Main Competitors

Company name	Components	Country
<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"/>

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References

Company and location	Contact person and phone	Products	Year	Sales (Mio EUR)
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload Reference List

Additional files

1. Upload additional file/information (optional)
2. Upload additional file/information (optional)
3. Upload additional file/information (optional)

Logistic supplier profile - Business

Annual gross sales

	Year	Turnover [mil EUR]	Export [mill EUR]
Current year (planned)*	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Previous year*	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Two year ago*	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Department

	Number of employees
Overall* ¹²³	<input type="text" value="0"/>
Production ¹²³	<input type="text" value="0"/>

Production scope / main products:

←
→

Annual share of expenses for R&D (% of turnover) ^{123,45}

Are you practicing open calculation*

Logistic supplier profile - Certificates

Systems	Certified	Standard	Certified by	Expiry Date	Since (Year)	Upload Certificate
Logistic Certificate 1*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Logistic Certificate 2*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Logistic Certificate 3*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
ISO 9001*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
ISO 16949*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Environmental Management System e.g ISO 14001*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Health & Safety Management System (OHSAS 18000, SCC)*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
ASME, Sec. VIII*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
ASME, Sec.I*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
EN1090*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
EN ISO 3834-2,3*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
AD2000-HP0*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
AD2000-W0*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
PED 97/23/EG*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Workplace Management System e.g. SA8000, ETI*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Would you agree to an Andritz QA system audit in your company?*	<input type="text"/>					

Just in case your company is not running a certified QM system, please complete the following form:

Do you have a quality manual?	<input type="text"/>
Do you have a document control system?	<input type="text"/>
Is there a management representative nominated for quality?	<input type="text"/>
Do you carry out Design Reviews?	<input type="text"/>
Do you prepare test- and inspection plans for your products?	<input type="text"/>
Do you purchase from evaluated and competent suppliers only?	<input type="text"/>
Do you inspect incoming goods?	<input type="text"/>

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Do you monitor the usage of applicable laws and standards?

Are your suppliers assessed, developed and selected systematically?

Do you use written operating instructions for production?

Do you have a procedure how to handle non-conforming products, to clarify measures and to approve decisions?

Do you have a procedure for final / outgoing inspection?

Do you check that all required tests are performed prior the release for shipment?

Do you ensure to use checked/calibrated testing equipment only?

Is production based on manufacturing documents?

Do you analyze test results and deviations to improve your product quality?

Logistic specific:

Number of own branches/offices globally:

Number of long-term cooperation partners/agents:

Have you ever been ANDRITZ service logistics provider?*

If yes with whom:	Company	Street	City	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="---"/>
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>

Total turnover in EURO with Andritz last year (for all locations):

What kind of tracking system/Logistics tool do you use?

Is your provided tracking system access able for clients?

Additional comments about your company or offered services:

Andritz Logistics Conditions

All agreements relating to carriage, storage, freight and other logistics services based on current Andritz Logistics Conditions (which are enclosed to this Questionnaire - Download):* [Andritz Logistics Conditions](#)

Business

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Description of main service (e.g. Project forwarder)/your equipment (e.g. regular trucks, oversized equipment, etc.):

Top markets

Top region with excellent knowledge: Main countries in region

1.	<input type="text" value="---"/>	1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>
2.	<input type="text" value="---"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
3.	<input type="text" value="---"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
4.	<input type="text" value="---"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
5.	<input type="text" value="---"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>

Ocean Freight Forwarding

FCL (Full Container Load)*

LCL (Less than Container Load)*

BB (Break Bulk)*

Project related*

Road Freight Forwarding

FTL:*

LTL:*

Project-related (global):*

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		<input type="text"/>
Do you provide overload, oversize and overweight transport?*	<input type="text" value="---"/>	<input type="text" value="---"/>
		<input type="text" value="---"/>
		<input type="text"/>
Project-related (global):*	<input type="text" value="---"/>	<input type="text" value="---"/>
		<input type="text"/>
		<input type="text"/>

Number of your own standard trucks: 123	<input type="text" value="0"/>
Number of own trucks for the overload, oversize and overweight transport: 123	<input type="text" value="0"/>
Max. capacity [t]: 123	<input type="text" value="0"/>
Number of axels: 123	<input type="text" value="0"/>

Project Freight Forwarding

Please describe three reference multimodal projects which were performed in the last 12 months (client, project name, your service, ordered amount...):

1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>

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Express Freight Forwarding

The operating range:

Domestic
 International
 Project-related

Limits of weight & dimensions:

Weight [kg]

Dimensions Lmax [cm] Wmax [cm] Hmax [cm]

Customs clearance

By own staff

Outsourced service

Storage area (Please enter the information only if you are the rightful owner of storages and infrastructure!)

Indoor: if yes [sqm]:

Heated indoor storage area: if yes [sqm]:

Outdoor: if yes [sqm]:

Max crane capability [t]:

Indoor [t] 123

Outdoor [t] 123

Packaging

Purpose specific packaging:

Packing for sea/ocean transport

Packing for air transport

Packing for road transport

Dangerous goods packaging

Heavy cargo packaging

VCI Protection Packaging

Project-related

Others

If yes: max. weight

[t]

Others:

Container stuffing, lashing and securing at your location:

Packing/Service by own staff:

Outsourced (please enter name):

Which packaging standards do you use?

Logistic supplier profile – Compliance & Sustainability

Upload of Declaration form

All suppliers will be requested to acknowledge and accept the "ANDRITZ Supplier Code of Conduct and Ethics" in writing. For this purpose please use the "Declaration of Supplier's Acknowledgement and Acceptance of the ANDRITZ Supplier Code of Conduct and Ethics" and upload the Declaration form, bearing your legally binding signature.
Please upload the binding signed declaration form*

To download the requested form, please visit Supplier Code of Conduct (SCoC) and Declaration form

Organizational requirements and management responsibility

- Do you have a Code of Conduct for your company in place?* If so, please provide a copy.
- Do you have one or more individuals appointed as compliance officers (management representatives assigned responsibility for assuring compliance with laws, regulations and codes)? *
- If so, please provide the name of the compliance contact person responsible for implementation of the ANDRITZ Supplier Code of Conduct in your organization.
- Do you provide training sessions for your employees (incl. temporary contract workers) on compliance topics?*
- How many of your employees have received compliance training?*
- Do you have audit procedures in place to monitor the effectiveness of your compliance measures?* If so, please describe these procedures in brief.
- Do you have procedures in place to implement timely corrective actions for deficiencies identified in internal or external audits?*

Human rights and fair working conditions

- Do you maintain a personnel file on every employee?*
- Are all your employees provided with a formal contract of employment in a language that they understand?*
- Do you have a written corporate responsibility policy or statement of commitment that defines your approach to labor, health, and safety standards?*
- Do you have policies that prohibit forced labor and child labor?* If so, please provide a copy.
- Do you have a management system in place or are you developing one to assess labor, health, and safety risks?*
- Do you have up-to-date SA8000, ETI or other recognized certifications for workplace management? If so, please provide a copy under Certificates.*
- Are labor, health, and safety policies, practices, and expectations communicated to all employees and suppliers in local or appropriate languages?*
- Do you have up-to-date OHSAS 18001, ANSI Z10, CSA Z1000, BSI 8800 or OSHA VPP certification for health and safety? If so, please provide a copy under Certificates.*
- Do you have procedures in place to ensure that appropriate machinery is well maintained and equipped with the necessary safety devices?*
- Do you have a written emergency response plan and fire evacuation procedure?*
- Are all your employees trained on relevant health and safety matters, such as personal protection equipment, machine safeguarding, hazardous materials handling, emergency management, etc.?*
- Your facility has operated without any fatal injuries over the past ...*
- Are any of your workers under bond, debt, or other obligation to your facility or to labor brokers?*
- Are workers free to resign from their employment at any time without penalty provided that reasonable notice is given?*
- Are workers free to leave the facility and attached staff accommodation during non-working hours and at the end of their shift?*
- Do you employ child labor (workers younger than 15 years of age)?*
- Are young workers (above the legal minimum age, but under the age of 18) requiring protective restrictions employed in accordance with the law?*
- Do you have effective procedures for verifying an employee's age?*
- Do you have written personnel policies in place for hiring, salary, benefits, termination, and/or retirement practices to prevent discrimination on the basis of age, disability, gender, nationality, race, color, religion, social or ethnic origin, sexual orientation, health condition, political opinion, etc.?*
- Are your employees free to join or form trade unions or workers' organizations of their own choosing and to bargain collectively if this is permitted by law?*
- Do you have a formal, written policy that clearly states a commitment to prevent harassment and abuse in the workplace?*
- Do you have procedures in place to ensure the workplace is free of physical abuse, corporal punishment, physical contact with the intent to injure or intimidate, and disciplinary measures that cause physical discomfort?*
- Do you have procedures in place to ensure all employees are paid at least the legal minimum wage for standard working hours?*
- Do you have procedures in place to ensure all employees are given the vacation and leave to which they are legally entitled?*
- Do you have procedures in place to ensure that all overtime performed at your facility is voluntary?*

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Environmental responsibility and sustainability

- Do you have a management system in place to assess environmental risks associated with production and to ensure that measures for protection of the environment are implemented?*
- Is your management system in compliance with applicable environmental laws and regulations?*
- Do you have up-to-date ISO 14001, RC 14001 or EMAS certifications? If so, please provide a copy under Certificates*
- Do you have a policy statement and/or management system that addresses conflict minerals?*
- Are environmental policies, practices, and expectations communicated to all employees and suppliers in local or appropriate languages?*

- Do you monitor and track energy consumption?*
- Do you have a program and /or procedures to reduce the use of energy?*
- Do you have a system in place to reduce the environmental impact of greenhouse gases?*
- Do you have goals and targets to reduce greenhouse gas emissions?*
- Do you have a system in place to manage air emissions?*
- Do you have pollution prevention devices on chimneys, vents, and extraction systems?*
- Do you have a system in place to manage and monitor water withdrawals and consumption?*
- Do you have a program and/or procedures to reduce water use or reuse/recycle water?*
- Does your facility treat wastewater prior to off-site discharge?*
- Do you have a program and/or procedures to reduce or eliminate pollution and waste in operations?*
- Do you have a program and/or procedures to manage and dispose of hazardous waste, wastewater, solid waste, and airborne emissions?*
- Do you have established environmental targets and objectives relating to the above mentioned items to improve environmental performance?*
If so, please provide some examples.
- Do you assess whether substances stored, used, or handled on-site are prohibited by national or international laws or protocols? *
- Do you maintain up-to-date material safety data sheets for all hazardous substances used on-site?*
- Do you have targets and programs in place to reduce overall sustainability impacts by managing transportation logistics (e.g. prioritizing low-impact transportation modes)?*

Business integrity

- Do you have procedures and/or a program in place to prevent corruption, extortion, or embezzlement?* If so, please briefly describe your program and/or procedures.
- Do you have procedures and/or a program in place to ensure bribes or other means of obtaining advantages are not offered or accepted (avoiding conflict of interest)?*
- Do you have procedures and/or a program in place to ensure that fair business, advertising, and competition are upheld (complying with antitrust and fair competition laws)?*
- Do you have procedures and/or a program in place to ensure information is disclosed in accordance with applicable laws and regulations (e.g. complying with insider trading rules, protection of intellectual property)?*

Export control

- Do you have an export control system in place also covering trade restrictions (e.g. dual use goods, goods on commerce control lists, etc.)?*
- Do you have a person within your organization that is responsible for export control matters?*
- If so, please provide the name of the responsible person.
- Are you or any of your affiliates or directors or officers subject to sanctions of the USA, the EU or any other country?*

Intellectual property rights, trade secrets and data protection

- Do you routinely use non disclosure agreements (NDA's) to protect third party intellectual property rights (e.g. of your client)?*
- Are all your relevant employees trained on protection of third party intellectual property rights?*
- Suppliers commitment and contractual obligation
- Do you require your suppliers to be in compliance with labor/employment and business ethics laws and regulations?*
- Do you have procedures in place to ensure that your suppliers, including labor brokers, operate in compliance with all applicable environmental, labor/employment, and business ethics laws and regulations?*
- If so, please briefly describe your procedures.
- Do you communicate information about your labor and/or business ethics performance, practices, and expectations to your suppliers?*

Reporting, monitoring and sanctioning

- Have you been cited for major violations of laws resulting in monetary penalties and /or formal corrective actions mandated by a government authority or a court in the past 3 years?
 - regarding human rights and fair working conditions*
 - regarding environmental responsibility and sustainability*
 - regarding business integrity (e.g. fraud, bribery, antitrust, etc.)*
 - regarding export control provisions*
 - regarding intellectual property rights/business secrets*
- Do you have effective grievance procedure in place to allow employees to bring compliance-related violations and/or concerns to the management's attention in an anonymous way without fear of retribution?*