



Supplier questionnaire for non-production materials & services

General information about the company

I. Address

Company name	
Previous company name	
PO box	
Address	
Country	
Telephone	
Fax	
E-Mail	
Internet	
Sector	
Structure/organisational chart/company presentation	Please submit a corresponding attachment

II. Company profile

Legal form	
Year of foundation	
Branch offices	
Subsidiary companies	
Group to which the company belongs	
Is the company a master enterprise?	
Does the company belong to a professional association?	
Which associations does the company belong to?	



Agrarfrost GmbH & Co. KG
Einkauf

FB EK 003 / 06
Stand: 25.09.2023

Which collective agreements apply?	
Location of headquarters/HQ	
VAT ID no.	
Tax no.	
HRA (Commercial Register no.)	
GLN (Global Location Number)	
Approval identification mark	
DUNS no.	
Bank name	
IBAN	
BIC	

III. Contact person

Function	Name, first name	Telephone	Email
Management			
Sales Management			
Key Account			
Internal Sales			
Technical Management			
FA Management			
QA Management			
Complaints			
After Sales / Spare Parts			



Agrarfrost GmbH & Co. KG
Einkauf

FB EK 003 / 06
Stand: 25.09.2023

IV. 24 hour hotline for crisis cases

Name, first name	
Function	
Telephone	
Email	

General information about the company

V. Corporate responsibility

Do you have corporate guidelines or a corporate policy?	
Do you set quality objectives?	
Are such quality objectives reviewed at least annually?	
Do you have a documented management system?	
Is your existing management system regularly evaluated?	

VI. Human resources

	Year 20	Year 20	Year 20
Total			
of whom in Production			
of whom in Administration			
of whom in R&D			
of whom in QA			
of whom apprentices			
of whom temporary staff			



Agrarfrost GmbH & Co. KG
Einkauf

FB EK 003 / 06
Stand: 25.09.2023

Shifts per week	
Working days per week	
Are all legally mandated training courses held?	
Are these training courses documented?	
Do you deliver induction training for new employees, including seasonal and temporary workers, before they commence employment?	

VI. Reference customers (TOP 3)

Name 1	
Country	
Sales share	
supplied products	
Name 2	
Country	
Sales share	
supplied products	
Name 3	
Country	
Sales share	
supplied products	



Agrarfrost GmbH & Co. KG
Einkauf

FB EK 003 / 06
Stand: 25.09.2023

Have other customers audited your company in the past 24 months?		the following:	
		the following:	
		the following:	
Are you prepared to provide us with insights into the audit results? (Number of audits, divergences, audit reports from independent companies)			

VII. Competitors (TOP 3)

Name 1			
Country			
Name 2			
Country			
Name 3			
Country			
Your market share in %	Germany	Europe	Global
Year 20			
Year 20			

VIII. National turnover for the past three years

Year 20	€
Year 20	€
Year 20	€



Agrarfrost GmbH & Co. KG
Einkauf

FB EK 003 / 06
Stand: 25.09.2023

IX. Investment volume for the past three years

Year 20	€
Year 20	€
Year 20	€

X. Purchasing volume for the past three years

Year 20	€
Year 20	€
Year 20	€

Do you regularly evaluate your suppliers?

Do you have a procedure for approving and monitoring suppliers?

XI. Insurances

Insurance cover	Personal injury	Material damage	Financial losses	Product liability
Exists				
Sum insured in €				
Police no.				
Employer's Liability Insurance Association member		Name		



Information about production, materials management and quality management

XII. Information about production

Number of production sites	DE	EU	Global
Ø age of production plants	Years		
Do you have a QA manual?			
Do you periodically and systematically review your QM system using internal audits?			
Do you perform regular site inspections?			
Do you regularly check your test equipment?			
Are quantity or filling level checks performed in accordance with legal requirements?			
Are your production and storage areas subject to access control?			
Are your production, packaging and storage areas physically separated from each other?			
Do safety data sheets and operating instructions exist for all cleaning agents, disinfectants and other hazardous substances?			
Do you comply with all legal requirements relating to waste disposal?			
Do you have a plan for regular incoming goods inspections?			
Do you observe the First In/First Out or First Expired/First Out principle?			
Do you inspect the hygienic and technical condition of the transportation vehicles before loading?			
Do you possess e-procurement experience (electronic catalogues)?			
What products do you offer?			
as a manufacturer			
as a dealer			
What services do you offer?			



Agrarfrost GmbH & Co. KG
Einkauf

FB EK 003 / 06
Stand: 25.09.2023

Do you have current and valid specifications for all raw and finished goods?	
Have you implemented a complaint recording and processing system?	
Have you implemented a procedure for product recalls?	
Have you implemented a procedure for dealing with defective and non-conforming product?	
Do contingency plans exist for events such as deficiencies in labour, equipment or machinery?	
Do you implement and document corrective measures?	
Do you regularly conduct BBD tests for finished products?	

XIII. General conditions

Term of payment	D	%	D netto
Terms of delivery/ Incoterm 2020			



XIV. Certificates	Valid from	Valid to	Originator	Remarks
ISO 9000ff quality management				
IATF 16949				
ISO 14001 Environmental Management System				
ISO/IEC 27001 Information Security Management Systems (ISMS)				
ISO 50001 Energy Management				
IFS International Featured Standards				
HACCP Hazard Analysis and Critical Control Points				
BSCI Business Social Compliance Initiative				
CE-Kennzeichnung / Verordnung Nr. 765/2008				
REACH Registration, Evaluation, Authorisation and Restriction of Chemicals				
MiLoG German Minimum Wage Act				
CoC - Code of Conduct				
other				

XIV. Sustainability

Does your company record and evaluate its CO ₂ -emissions?	Scope 1 direct	
	Scope 2 indirect	
	Scope 3 indirect upstream	
	Scope 3 indirect downstream	
	biogenic emissions	

Are your recorded CO ₂ -emissions subject to third party verification?	
Can you tell us your CO ₂ equivalent in terms of PCF or CCF?	to



Have you set targets to reduce your CO₂ emissions?

Your own improvements (e.g. energy efficiency, changing fuels).	
Supply chain improvements	
Emission offsetting	
Do you report on your emissions?	
CDP (Carbon Disclosure Projekt)	
EU Emissions Trading System	
Other	

Which environmental issues are relevant to you?

Energy consumption	
Climate protection	
Water/waste water	
Transport	
Emissions (noise, odour, air pollutants)	
Waste	
other	

We confirm that this information is true and correct.

Date/Signature/Company Stamp

XV. Documents required for supplier approval (please submit along with this self-declaration):

- * HACCP documents (e.g. risk assessment)
- * Production flow chart/diagram
- * Organisational chart
- * Current certificates
- * Own Code of Conduct

"The current Terms and Conditions of Payment of Agrarfrost GmbH apply in general. You may view these at <https://www.agrarfrost.de/einkaufsbedingungen>. You can find our Code of Conduct (CoC) at: <https://www.agrarfrost.de/ueber-uns/unternehmenskultur>"

Ersetzt: FB EK 003 / 05
Änderungsgrund: komplette
Neuerstellung

Verantwortlich für das Dokument
Leiter Einkauf