

Supplier Self-Assessment



Supplier Information			
Supplier Name (Legal Entity)			
Street & No.			
Postal Code		City	
Phone Number			
VAT Identification Number		D-U-N-S Number	
Trade Register Number		QR-IBAN*	
IBAN		BIC	
<i>*optional for Switzerland</i>			
	Turnover last FY (€)	Number of Production Sites	Number of Employees
Global			
Germany & Switzerland			
	1	2	3
Name your 3 biggest customers*			
Name your 3 biggest competitors*			
<i>*optional</i>			

Industry	
Manufacturing (Industry, Handcraft)	☐ Yes ☐ No
Services	☐ Yes ☐ No
Commerce	☐ Yes ☐ No

Contact Details			
	Name	E-mail	Phone Number
Main Contact			
Technical Contact			
Quality Management			
Finance			

Quality Management		
Does a quality management system exist?	☐ Yes	☐ No
Is the system checked at regular intervals?	☐ Yes	☐ No
Is there independent quality control?	☐ Yes	☐ No
Does a quality handbook exist?	☐ Yes	☐ No
Do you regularly check the quality of products?	☐ Yes	☐ No
Is there a flow chart with the essential steps?	☐ Yes	☐ No
Are incoming goods inspections carried out?	☐ Yes	☐ No
Are tests carried out before, during and after production?	☐ Yes	☐ No
Is there any further final inspection?	☐ Yes	☐ No
How are the tests documented?		
Are failed exams documented?	☐ Yes	☐ No
Are internal audits conducted?	☐ Yes	☐ No
Are findings documented and analysed?	☐ Yes	☐ No
Are corrective actions implemented and audited?	☐ Yes	☐ No
Is there a Continuous Improvement Process in place?	☐ Yes	☐ No
Are you able to identify the product at any time?	☐ Yes	☐ No
Do you regularly test the system (Traceability)?	☐ Yes	☐ No

Certifications & Corporate Social Responsibility

- ☐ ISO 9001 ☐ ISO 14001 ☐ ISO 45001 ☐ ISO 50001
☐ BRCGS
☐ FSC – Forest Stewardship Council
☐ EMAS – Eco Management and Audit Scheme
☐ EcoVadis (Please share rating via Ecovadis platform)

EcoVadis Rating (0 - 100):

- ☐ Further CSR Ratings
☐ Further Certifications e.g. GFSI

→ Please also send us the certification by email

Procurement

- | | | |
|---|------------------------------|-----------------------------|
| Has the DS Smith Global Supplier Standard (GSS) been signed? | ☐ Yes | ☐ No |
| Do you agree to an audit by DS Smith? | ☐ Yes | ☐ No |
| Do supplier evaluations take place? | ☐ Yes | ☐ No |
| Is a Corporate Social Responsibility (CSR) Rating Tool implemented? | ☐ Yes | ☐ No |
| Are internal purchasing guidelines in place? | ☐ Yes | ☐ No |
| Is there a Business Continuity Management Plan existing? | ☐ Yes | ☐ No |

Name

Title

Date

X

We thank you for your efforts and look forward to working with you.

