# Purpose of this Form

This form supports Taracell in the selection and qualification of new suppliers. It may also be used by prospective suppliers wishing to introduce their products or services to Taracell.

The standardized structure ensures that all relevant information required for an objective and comparable evaluation is available, thereby creating an efficient and transparent foundation for decision-making within supplier management.

As part of our business processes, we place great importance on a cooperative and transparent relationship with our suppliers. To enable a well-founded assessment of your capabilities, reliability, and sustainability performance, we kindly ask you to complete this Supplier Self-Assessment and Supplier Evaluation Form in full and with accurate information.

The information collected is used to evaluate your suitability as a (potential) supplier with regard to economic, quality, environmental, and social criteria. In addition, it helps us comply with legal requirements as well as internal quality and compliance policies.

All information provided will be treated confidentially and used exclusively for internal purposes. We appreciate your support and cooperation in fostering a sustainable and successful business relationship.

Please return the completed and signed form electronically to: einkauf@taracell.com

# Supplier Self-Disclosure:

## 1. Company Data

### 1.1 General Information:

Company Name:
Address:

Phone Number:
General Email Address:
Legal Form:
VAT ID No.:
Website:

### 1.2 Contact Details

**Sales:**

Contact Person (if no general contact details are available):
Phone Number:
Email Address:

**Quality Department:**

Contact Person (if no general contact details are available):
Phone Number:
Email Address:

**Accounting:**

Contact Person (if no general contact details are available):
Phone Number:
Email Address:

### 1.3 Bank Details

Name of Bank:
IBAN:
BIC/SWIFT:

## 1.4 Company Profile and Portfolio (for proactive supplier applications)

- Which products or services would you like to offer to Taracell?

- What specific added value do your products or services create for Taracell (e.g. cost reduction, quality, innovation, sustainability, delivery performance, or technical support)?

- Please attach a current company presentation containing information about your company and products (if available).

## 1.5 Company Structure

Number of Employees:
Annual Turnover (last year):
Annual Turnover (year before last):

- Do you have any other production facilities or service locations? If so, please list the locations and activities.

- Is your company part of a corporate group? If so, please provide the name of the parent company.

- Which industries do you supply?

- Which is the most revenue-generating industry you supply?

- What percentage of your total turnover does your largest customer represent?

# 2. Certificates and Compliance

## 2.1 Certificates

Please check the certificates currently issued to your company. We kindly ask you to attach valid copies of the certificates to this document.

- ISO 9001 – Quality Management System ☐ valid until:
- ISO 14001 – Environmental Management ☐ valid until:
- ISO 45001 – Occupational Health and Safety ☐ valid until:
- ISO 50001 – Energy Management ☐ valid until:
- IATF 16949 - Automotive Quality Management ☐ valid until:
- GMP / GDP - Pharmaceutical ☐ valid until:
- FSSC 22000 - Food Safety ☐ valid until:
- ☐ valid until:
- ☐ valid until:
- ☐ valid until:

## 2.2 Compliance

Please check the regulations your company complies with and attach a confirmation or your Code of Conduct to this document.

- PSCI - Pharmaceutical Supply Chain Initiative ☐
- BSCI - Business Social Compliance Initiative ☐
- Code of Conduct ☐
- ☐
- ☐

# 3. Quality and Environmental Management

| | Yes | No |
|---|---|---|
| 1. Has a quality management system been implemented in your company? | ☐ | ☐ |
| 2. If you use a quality management system, is it documented (e.g. in a manual)? | ☐ | ☐ |
| 3. Have you implemented a change management process? | ☐ | ☐ |
| 4. May we conduct system and product audits at your site? | ☐ | ☐ |
| 5. Do you carry out quality inspections? | ☐ | ☐ |
| 6. Are measuring, control, testing, and operating equipment monitored and calibrated? | ☐ | ☐ |

| | Yes | No |
|---|---|---|
| 7. Do your products meet all legal and regulatory requirements regarding environmental compatibility and safety? | ☐ | ☐ |
| 8. Are complaints processed using the 8D method? | ☐ | ☐ |

9. If the 8D method is not known to you, how are complaints processed in your company?

| | | |
|---|---|---|
| 10. Do you comply with all legal and regulatory requirements regarding environmental protection and safety? | ☐ | ☐ |
| 11. Does your company comply with all applicable environmental protection regulations, and are your products REACH and RoHS compliant? | ☐ | ☐ |

# Supplier Self-Assessment:

1. How do you assess the quality of your products/services compared to the requirements?
☐ Very good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

2. How do you assess the transparency of your pricing and how well you communicate potential additional costs?
☐ Very good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

3. How do you assess the general customer satisfaction of your clients?
☐ Very good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

4. What was the percentage of complaints or defective deliveries in your company last year?
☐ None ☐ Less than 1% ☐ 1–5% ☐ More than 5%

5. Within what timeframe do you send an order confirmation after receiving a purchase order?
☐ Within 24 hours ☐ Within 48 hours ☐ More than 48 hours ☐ More than 1 week

6. How often do you deliver on time according to the confirmed delivery dates?
☐ 100% ☐ 95–99% on time ☐ 75–95% on time ☐ Less than 75% on time

7. How quickly do you respond to customer complaints?
☐ Within 24 hours ☐ Within 48 hours ☐ More than 48 hours ☐ More than 1 week

8. How do you assess your ability to respond to issues or complaints and provide solutions?
☐ Very good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

9. How do you assess the qualification and training of your employees with regard to the quality of the products and services you provide?
☐ Very good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

10. Do you have a continuous improvement process in place?
☐ Yes ☐ No

11. Do you have a risk management strategy?
☐ Yes ☐ No
If yes, how do you implement it?

12. How well are you protected against production or personnel outages?
☐ Very good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

13. How do you assess the availability and stock levels of your products to ensure continuous delivery capability?
☐ Very good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

14. Does your company have a contingency plan in case of production failures or delivery delays?
☐ Yes ☐ No

15. How do you assess your sustainability and environmental measures that go beyond legal minimum requirements?
☐ Very good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

16. How well do you ensure that your products/services meet all relevant legal and regulatory requirements?
☐ Very good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

I hereby confirm that the information provided in this questionnaire is complete and accurate.

**Supplier Signature:**

Name: Position:

Place/Date: Signature: _____

**To be completed by Taracell:**

Document evaluated with Form 8.4.80.8: ☐ Completed on:_____
Supplier recorded in ERP: ☐ Yes, creditor number: _____ ☐ No

| Dokumentenversion | Datum | Verantwortlicher MA | Vorgenommene Änderung |
|---|---|---|---|
| 02 | 30.03.2025 | VOR | Version 2 erstellt |
| 03 | 09.09.2026 | VOR | Dokument für proaktive Bewerbung aktualisiert |
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