

General Requirements



- I Confidentiality Agreement

- I Response time to RFQs
 - I Offer within max. 10 working days – faster on request

- I Material Price Basis
 - I Disclosure of the raw material price basis and the raw material supplier

General Requirements



I Quality Ability

- I Certificates: ISO 9001 minimum requirement preferred QS 9000 / VDA 6.1 / TS 16949
- I Obligation to keep records for material (15 years)
- I Approved process stability / statistic methods used (process capability studies, machine capability studies statistic process control.)
- I Concepts for monitoring special processes (heat treatment, aluminium extrusion etc.)
- I Continuous improvement process (CIP) installed
- I Parts to be delivered according to ROHS
- I Used materials recorded in IMDS – www.mdsystem.de - by supplier
- I Environmental system according to EMAS or DIN EN ISO 14001

General Requirements



I Material Planning / Logistics

- I Annual contract, possibly long-term-contract with production release and definition of a minimum stock in case of emergencies.
Attention: no raw material releases!!!
- I Calls are released with a planning period of 8 – 12 weeks –
updated all 4 weeks
- I Delivery frequency depending on the volume – sea freight preferred
- I Sufficient capacities must be ensured
Emergency concept must be installed

General Requirements



I CAD

- I Possibility to handle 2D-CAD data (dxf...)
- I For three dimensional requirements
Possibility to handle 3D-CAD data (ideally Catia V4/V5) for free formed surfaces

I Prototyping

- I Possibility and willingness to prepare prototypes and prototype-tools during the development period

I Calculation

- I Open book calculation up to the production costs
Indirect costs, risk and profit to be handled in an unopened overhead cost bloc

General Requirements



- I Parts Price Reduction in the Subsequent Years
 - I Willingness to grant savings

- I Delivery Period
 - I According to order +15 years after termination of serial production (obligation to deliver spare parts)

- I Supplier Information Data Sheet
 - I Supplier information data sheet + D+B information – both with acceptable result

- I Communication
 - I English spoken and written
 - I E-Mail
 - I Authority to decide delegatedly, viz. not only one person in charge

General Requirements



I Export Experience

- I Available, ideally practice in exports to Europe / USA
- I Payment transactions without L/C

I References

- I from European or international customers must be available
- I Willingness for disclosure

I Exclusiveness Agreement

- I Willingness to cooperate exclusively with SUSPA – no cooperation with competitors of SUSPA

General Requirements



I Import Control Systems (ICS) regulations

I The supplier has to ensure that the following information has to be provided to their forwarding branch office on each shipment:

I Shipper (name and address)

I Consignee (name and address)

I Notify (Name and address)

I Description of goods

I Gross weight

I Packages (Type and quantity)

I Markings / Shipping Marks

I Container and seal number (if FCL)

I UN-Dangerous Goods Code (if DGR)

I HTS-Code / Customs tariff no. (at least 6-digits)

I The Entry Summary Declaration (ENS) submittal deadlines and the long information chain (Shipper -> forwarder -> carrier -> EU customs) require that the above-mentioned information is provided in time to supplier's forwarding branch office. It is to ensure that

I all the data required which are mentioned above are included in the supplier's transport order

I suppliers adhere to the deadlines given to them by their forwarding office.

I Available, ideally practice in exports to Europe / USA

General Requirements



I Insurance Coverage

- I The supplier is obliged to insure himself in a reasonable amount, minimum with 3,000,000 EUR against all risks of product liability including the risk of recalls, and to submit the insurance policy to SUSPA for inspection at request. In addition he has to regularly provide evidence at request proving the continuation of the insurance by submitting suitable documents.