



INFORMATION YOU WILL NEED TO PROVIDE AT STAGE 2 INCLUDES:

(Please note: where this information has already been provided, it will be automatically pre-populated in the relevant sections)

COMPANY INFORMATION

- Company name
- Company address
- Company website
- Tax number
- Registration / Incorporation number
- Copy of your Certificate of Registration / Incorporation

CONTACT DETAILS FOR PRIMARY, SECONDARY, ACCOUNTS PAYABLE, ACHILLES ADMINISTRATION

- Title, first name, last name
- Job title
- Telephone number
- Email address
- Full contact address
- Company address

COMPANY PROFILE

- Copy of your company logo
- Marketing statement

DETAILS OF THE PRODUCTS AND SERVICES YOU CURRENTLY SUPPLY BASED ON PRODUCT CODES

- If you supply products, please state whether you are a manufacturer, stockist or agent for these products (this is not applicable if you are a service provider only)
- Regions of supply
- Regions of manufacture i.e. factory locations
- Details of Quality Systems
 - ISO equivalent
 - Awarding body
 - Certificate number plus relevant certification
- H&S Management System policy statement
 - Environmental System (ISO 14001)
 - ISO equivalent
 - Awarding body
 - Certificate number plus relevant certification

MANAGEMENT TEAM

- Contact details for Managing Director, Chief Executive Officer, Chief Financial Officer, Sales Director, Procurement Director, Technical Director and Operations Director

GROUP INFORMATION

- Details of parent company (if applicable)
- Details of associated companies
- Most recent financial summary of accounts for parent company (if applicable)

FINANCIAL INFORMATION

- Summary of accounts for your company for the last (or most recent) 3 years
- Details of your auditors

LOCATION

- Factory details
 - Name
 - Address
 - Primary function of each location e.g. sales, call centre, warehouse
 - Products and services associated with each location
 - Region of supply for the products and services associated with each location

INSURANCE

- Type of insurance
- Details of insurance broker, including underwriter
- Start and expiry dates
- Currency quoted in your policy documents
- Scope of cover
- Copies of all insurance certificates that your company holds

SUPPLY CHAIN MANAGEMENT

- Contact details of your Supply Chain Managers
- Information on how you maintain your database of registered suppliers
- Information regarding the assessment and management of your direct supply chain

QUALITY MANAGEMENT SYSTEM

- Contact details for the person responsible for your Quality Management System
- Evidence relating to the robustness of your Quality Management System
- Third party accreditation details
 - Awarding body
 - Certificate number
 - Start and expiry dates
- Copies of relevant Quality Management System certification

HEALTH & SAFETY MANAGEMENT SYSTEM

- Contact details for the person responsible for Health & Safety
- Details of the policy and process
- Lost Time Injury Frequency Rate (LTIFR)
- Details about H&S training, provision of Personal Protection Equipment (PPE), inspections
- Compliance to Restriction of Hazardous Substances (RoHS) and Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)
 - Awarding body
 - Certificate number
 - Expiry date
- Copies of your certified Health & Safety management system

ENVIRONMENTAL MANAGEMENT SYSTEM

- Contact details for the person responsible for your Environmental Management System
- Details of the policy and process
- Robustness of the Environmental Management System
- Third party accreditation details
 - Awarding body
 - Certificate number
 - Expiry date
- Copies of relevant certification

CORPORATE SOCIAL RESPONSIBILITY (CSR)

- Contact details for the person responsible for CSR
- Details of the policy and process
- Management policy regarding child labour, bribery and corruption
 - Copy of your Corruption Management Policy
- Corporate Social Responsibility / Sustainability reports
- Copy of your Code of Conduct
- Relevant policies for the following:
 - Respect for human rights (e.g. fair treatment)
 - No forced or compulsory labour
 - No child labour (e.g. no worker under legal working age, etc.)
 - Working conditions (e.g. mandatory days off, etc.)
 - Wages and benefits (e.g. no unpaid overtime, etc.)
 - Non-discrimination (e.g. age, gender, religion, race, etc.)
 - Freedom of association
 - Collective bargaining
- Social audit certificates if appropriate

LEGAL AND COMPLIANCE

- Information on compliance with EU directive 2004/17/EC if applicable

CARBON MANAGEMENT

- Information on how you manage your carbon footprint
- External accreditation
- Future strategies

LOCAL CONTENT

- Information about your local content policy

BUYER SPECIFIC QUESTIONS

- You must answer these questions for all your **current** customers as these relate specifically to the business relationship you have with them
- Completion of these questions for organisations that you do not currently work with or have not worked with in the past is a voluntary decision

Please note: the provision of all information is not mandatory in order to complete the online questionnaire. Mandatory fields are marked as “**required**” – these must be completed in order to be able to submit the online questionnaire for data validation. It is however considered good practice and is therefore highly recommended, that you complete as many fields in the questionnaire as possible.