

SELF-DECLARATION FOR SUPPLIERS

GENERAL DATA

Date Klicken oder tippen Sie, um ein Datum einzugeben.

	COMPANY ADDRESS	ORDER ADDRESS	INVOICING ADDRESS	RETURNS ADDRESS
Company name				
Type of company				
Group affiliation				
P.O. box				
Street				
Postcode				
City				
Telephone				
e-mail				
Homepage				
VAT number				
Payment details	*Name of financial institution			
*= MANDATORY FIELDS	*Postcode / City/ Country			
	*Bank or post account number			
	*Clearing number			
	*IBAN / QR IBAN			

RELEVANT CONTACT PERSON EDI

Please enter the contact details of the relevant contact person here. Additional contact persons can be added if wished.

	Title	Surname	First name	Telephone	e-mail	Street	Postcode / City
Management / CEO							
Key Account Manager							
Quality contact							
Contact address for orders							
Contact address for accounts payable department							
Contact address for IT							

BASELINE DATA

Founded (Year) Klicken oder tippen Sie hier, um Text einzugeben.

To which types of business can your company mainly be assigned? (Multiple answers possible)

- Products
 Trade
 Manufacture
 Project / Investment business
 Services

FINANCIAL DATA

 When does your financial year begin? Klicken oder tippen Sie hier, um Text einzugeben.

 Transaction currency CHF € \$ Other

 How high was your company's turnover in the two previous financial years?
 What is the forecast for the current financial year? (Use CHF)

	Year	Turnover	Currency
Current financial year			CHF Klicken oder tippen Sie hier, um Text einzugeben.
Previous financial year			
The financial year before last			

EMPLOYEES

Please state how many FTEs you have in the current financial year

Year	
Number FTEs	

LOGISTICS, QUALITY AND ENVIRONMENTAL PROTECTION

- Are the articles labelled according to the GS1 UDI guidelines? yes no
- For risk class products: are the expiry dates for certificates available? yes no
- Can you offer batch or serial number control? yes no
- Do you already exchange trade documents by means of EDI? yes no

If so, using which provider (Insel Gruppe: Pagero) Klicken oder tippen Sie hier, um Text einzugeben.

- Which message types can be technically offered?
- ORDERS yes no
 - ORDRSP yes no
 - DESADV/SSCC yes no
 - INVOIC yes no

ERP System SAP other (name)
Klicken oder tippen Sie hier, um Text einzugeben.

Location of main distribution warehouse

Postcode		City	
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Production location(s); if more than one, please name the 3 most important:

Postcode		City	
Postcode		City	
Postcode		City	

Order deadline for delivery to Inselspital the following day

> 1 working day in advance Morning until hrs

Are your products subject to MDR/IVDR and/or MedDO (MepV), TPA (HMG)?

yes no

If "yes" can the required certificates be provided?

yes no

Quality/ Environmental / Occupational health and safety management/ other certificates					
	Certification (ISO)	Certificates available	Issued on	Valid until	Certifier/ Notified body
Quality	ISO 9001	<input type="checkbox"/> yes <input type="checkbox"/> no			
	ISO 17034	<input type="checkbox"/> yes <input type="checkbox"/> no			
	ISO 17025	<input type="checkbox"/> yes <input type="checkbox"/> no			
	ISO 13485	<input type="checkbox"/> yes <input type="checkbox"/> no			
	Further *				
Environment	ISO14001	<input type="checkbox"/> yes <input type="checkbox"/> no			
	Further *				
Health and safety	ISO 45001	<input type="checkbox"/> yes <input type="checkbox"/> no			
	Further *				
Other					

*If you company isn't certified, is there a formal management system in place? If so, which one?

FURTHER PROCEDURE/ CODE OF CONDUCT / TERMS AND CONDITIONS

Thank you for filling in our contact form.

This allows us to obtain, in a condensed form, the necessary information we need about you as our possible future new supplier.

The information you have provided will be handled confidentially and is considered to be correct and binding. This is in the context of a possible cooperation, which, among other things, is characterised by mutual respect and credibility.

We reserve the right to check your data in current databases as well as within a possible audit announced in advance.
With your legally valid signature, which is binding for your company, you confirm the completeness and accuracy of your information.

You are kindly requested to send us a signed original in paper format, as well as in electronic form, together with proof of the management certificates.

I accept the GTP of the Insel Gruppe for the procurement of goods, April 2021.

I accept the GTP of the Insel Gruppe, January 2016, revised July 2019.

Confirmation of compliance with the following requirements.

Compliance with applicable legislation: Insel Gruppe suppliers are expected to fully comply with all applicable legislation.
With regard to sustainability, this also applies in particular to the following legal principles:

- Anti-corruption and antitrust legislation;
- Product safety legislation, such as the Medical Devices Ordinance (MepV, SR 812.213);
- Environmental legislation;
- Labour law obligations for the protection of employees.

Ethical business conduct: The Insel Gruppe does not tolerate from suppliers corruption, bribery or any other criminal behaviour that could unethically influence the procurement process and the execution of an order.

Duty to inform: The supplier undertakes to inform the Insel Gruppe immediately in writing during the term of the contract if it becomes apparent that

- Complying with certain requirements cannot be guaranteed;
- Changes in the management system affect the requirements of this supplier code;
- Certificates associated with declared management systems are acquired, expired or withdrawn.

Implementation in the supply chain: an Insel Gruppe supplier is expected to communicate this code of conduct effectively to all employees, agents, sub-contractors and sub-suppliers, with whom they work in supplying goods and services to the Insel Gruppe, and to ensure that it is implemented with reasonable care.

Quality management: The supplier shall ensure that the products procured by the Insel Gruppe are manufactured in accordance with a quality management system that complies at least with the requirements of Norm ISO 9001, and for medical products/devices Norm ISO 13485.

In their own supply chain, the supplier shall ensure that appropriate quality management systems are implemented. In addition, the supplier ensures the traceability of the products procured by the Insel Gruppe so that, in the event of quality defects, it is possible to identify which products, deliveries and production periods are affected.

Social requirements: The Insel Gruppe supplier complies with the following social requirements:

- The requirements 1-8 of the SA8000 Standards (Child labour, forced labour, occupational health and safety, freedom of association and participation in collective bargaining, discrimination, disciplinary measures, working hours, remuneration) are complied with;
- The supplier offers apprenticeships and also integrates young persons without specific expertise into working life;
- Flexible forms of work are offered where possible and reasonable (e.g., part-time work, teleworking or job sharing);
- Attractive working conditions are on offer and employees are involved in shaping them;
- There is a social plan in place in line with industry standards for redundancies/ mass layoffs;
- The supplier has a compliance system for regular monitoring of legal conformity with regard to employee rights and occupational health and safety.

Environmental management: the supplier preferably operates an environmental management system, certified according to ISO 14001 or EMAS. If no certified system is in place the following measures, at least, are expected:

- An environmental management system exists and is verifiably implemented;
- Documentation of management elements that include environmental aspects is available (e.g., processes, checklists, work instructions, etc.);
- The manufacturing process is checked for environmental risks and appropriate measures are taken if risks are identified;
- A supplier management system exists, which includes both commercial and environmental aspects;
- One person in the organisation bears responsibility for environmental issues;
- Appropriate training of employees in environmentally relevant activities related to the environmental management system is carried out;
- Compliance with the law in environmental matters is regularly checked;
- Regular internal or external audits check the continuous improvement in the environmental area;
- The supplier also applies the requirements mentioned here to its sub-suppliers in turn.

Product ecology: The supplier is expected to comply with the following principles in the manufacture of products procured by the Insel Gruppe:

- All applicable environmental regulations in the production plant and in the supply chain are complied with;
- Products are compliant in all respects with the Swiss environmental legislation (<https://www.admin.ch/gov/de/start/bundesrecht/systematische-sammlung.html>);
- Measures are implemented to optimise the energy consumption of the product (if applicable) as well as the production process;
- Emissions during the production process (gaseous, waste water, noise) are minimised;
- Product and packaging are designed for recycling and disposal. Recycled materials are used where appropriate;
- Distribution and transport are carried out in an environmentally friendly manner.

Product specific requirements: The Insel Gruppe reserves the right to formulate specific qualitative, ecological and/or social requirements for certain product groups.

Right to audit: The Insel Gruppe AG has the right to carry out an audit of the supplier and its sub-suppliers to check compliance with the assured requirements;

Postal address

INSEL GRUPPE AG
Procurement + Logistics
Purchasing
Güterstrasse 13
3008 Bern

e-mail

logistik.einkauf@insel.ch

Place, date: Klicken oder tippen Sie hier, um Text einzugeben. Klicken oder tippen Sie, um ein Datum einzugeben.

Signature

Approval

Department	Name (First name/surname)	Date	Approved (yes/no)	
Purchasing			<input type="checkbox"/> yes	<input type="checkbox"/> no
Supplier quality			<input type="checkbox"/> yes	<input type="checkbox"/> no
Creditor department			<input type="checkbox"/> yes	<input type="checkbox"/> no