

Address (headquarters)

Company name	
Street and house number	
Post office box	
Postcode, town	
Country	

General company information

Telephone (main)	
Fax (main)	
Year of establishment	
Legal form	
Internet address	
Parent company, if any	
Subsidiary/ies	

Primary domestic locations

Location 1	
Location 2	
Location 3	

Primary international locations

Location 1	
Location 2	
Location 3	
Location 4	
Location 5	

Commercial information

Name of bank	
Bank sort code	
Account number	
IBAN	
Liability insurance	<input type="checkbox"/> yes <input type="checkbox"/> no

Contacts

Chief executive officer (CEO)	
Name	
Telephone	
Fax	
e-mail	
Chief financial officer (CFO)	
Name	
Telephone	
Fax	
e-mail	
Sales manager	
Name	
Telephone	
Fax	
e-mail	

Production manager	
Name	
Telephone	
Fax	
e-mail	
Quality manager	
Name	
Telephone	
Fax	
e-mail	
Accountant	
Name	
Telephone	
Fax	
e-mail	

Financial information

Sales	
Forecast for current year	
Actual results last year	
Actual results two years ago	
Actual results three years ago	
Amount of which in financial sector	
Forecast for current year	
Actual results last year	
Actual results two years ago	
Actual results three years ago	

Number of personnel

Forecast for current year	
Actual status last year	
Actual status two years ago	
Actual status three years ago	
Ratio administrative employees / total (%)	

Note: Administration includes all functions which do not make a direct contribution to profit generation (accounting department, human resources department, etc.)

Certifications / Standards

Quality management	
Implemented standards (e.g. DIN, EN, ISO 9001)	
Other?	
Do you have a quality management (QM) manual?	<input type="checkbox"/>
Environmental management	
Implemented standards (e.g. DIN, EN, ISO 14001)	
Other?	
Procurement / Sustainability	
Do you have a sustainability agreement?	<input type="checkbox"/>
Do you have a procurement manual?	<input type="checkbox"/>

Contract management

Do you agree to:	
The BayernLB master agreement	
The sustainability agreement	
The call agreements	
The contingent agreements	
The discounts	
The bonus/malus regulations	
Munich as the place of jurisdiction	

Specification of services

Delivery of goods	
Office supplies	
Office equipment	
Office furniture	
Building interior fixtures	
Building exterior fixtures	
PC hardware (PCs, notebooks, TFTs etc.)	
PC software (Office, graphics programs, etc.)	
Technical software (trading and credit systems, etc.)	
Copiers, printers, scanners, multi-functional printers (MFP)	
Telecommunication (land line)	
Telecommunication (mobile)	
Advertising materials	
Books, magazines, newspapers	
Other	
Services	
Vehicle fleet management	
Travel services	
Data services	
Databases / information services	
Translations	
Seminars / training	
Coachings	
Temporary personnel	
Facility management	
Security services	
Other	
Marketing services	
Marketing agency	
Online services	
Communication	
Conference organiser	
Trade show preparation	
Printing	
Other	

Consulting services	
Strategic consulting (in the financial sector)	
Legal counsel	
Auditing services	
Tax consulting	
Professional consulting regarding	
Credit	
Trading	
Risk	
Company-wide management	
Other	
IT services regarding	
Credit systems	
Trading systems	
Risk systems	
Corporate management systems	
Infrastructure	
Computer centers	
Other	

Declaration of consent

Have you taken note of the „Data protection information for suppliers / service providers / third parties“ and do you consent to your data being stored?

Have you had direct contact with another department or central unit of BayernLB?

No

Yes, with whom