

Supplier Application Form



Please read before starting to complete:

1. All fields marked with “*” must be completed if applicable
2. Please send back the completed form (and all the attachments) as soon as possible to DS Smith
3. All changes on any of the following information has to be reported immediately to DS Smith

1. Company Details:

*Company Legal Name (incl. Organisation Type (KG, GmbH, Ltd., SARL...))			
*Street & House Number			
*ZIP		*City	
*State		*Country	
*VAT Registration Number / EU VAT Number		*Tax Identification No.	
*Commercial Register Number			
*PO Box Number			
*PO Box City		*EORI-No.	
*PO Box Postcode		*D-U-N-S-No.	

2. Contact Information:

Main Contact Person	*Contact Name	
	*Contact Email Address	
	*Contact Phone Number	
Internal Sales	Contact Name	
	Contact Email Address	
	Contact Phone Number	
Technical Contact	Contact Name	
	Contact Email Address	
	Contact Phone Number	
Quality Management	Contact Name	
	Contact Email Address	
	Contact Phone Number	
Finance	Contact Name	
	Contact Email Address	
	Contact Phone Number	

3. Bank Details:

*Bank Name		QR-IBAN	
*IBAN		(if applicable – for Swiss Bank Accounts only)	
*BIC (Bank Identification Code) / SWIFT			

Please be aware that Informations regarding any changes of your bank details can only be accepted by DS Smith in written form.
Information regarding changes on invoices or other documents, can not be accepted by DS Smith.

4. Questionnaire:

Is there a quality management system in place?	☐ Yes	☐ No
Is the system reviewed at regular intervals?	☐ Yes	☐ No
Is there an independent quality control system?	☐ Yes	☐ No
Is there a quality manual/management documentation?	☐ Yes	☐ No
Do you regularly check the quality of the products?	☐ Yes	☐ No
Is there a flow chart showing the key steps?	☐ Yes	☐ No
Are goods receipt inspections carried out?	☐ Yes	☐ No
Are inspections carried out before, during and after production?	☐ Yes	☐ No
Are there any further final checks?	☐ Yes	☐ No
How are the examinations documented?		
Are failed examinations documented?	☐ Yes	☐ No
Are internal audits carried out?	☐ Yes	☐ No
Are the results documented and analysed?	☐ Yes	☐ No
Are corrective measures implemented and reviewed?	☐ Yes	☐ No
Is there a CIP (continuous improvement process) system in place?	☐ Yes	☐ No
Are you able to identify the product at any time?	☐ Yes	☐ No
Do you test the system (traceability) regularly?	☐ Yes	☐ No
Do you supply us with products that fall within the scope of the EU Regulation on deforestation-free supply chains (EUDR) and for which you yourself, as a distributor within the meaning of the EUDR (i.e. you are placing these products on the EU market for the first time)?		
	☐ Yes	☐ No
If yes: Please then inform us about all affected products and the associated EUDR certificates.		
Do you supply us with products or packaging that fall under the EU Packaging Regulation PPWR (Regulation (EU) 2025/40) and for which you yourself are considered the manufacturer/producer or the first placing them on the market within the meaning of the PPWR?		
	☐ Yes	☐ No
If yes: Please inform us about all affected packaging or products and the associated PPWR certificates.		
Are supplier evaluations conducted?	☐ Yes	☐ No
Are there internal procurement guidelines?	☐ Yes	☐ No
Is there a business continuity management plan in place?	☐ Yes	☐ No
Is a Corporate Social Responsibility (CSR) rating tool implemented?	☐ Yes	☐ No

5. Certifications & Corporate Social Responsibility:

☐ ISO 9001	☐ ISO 14001	☐ OHSAS 18001	☐ ISO 5001	☐ ISO 27001
☐ BRCGS	☐ FSSC22000			
☐ FSC – Forest Stewardship Council				
☐ EMAS – Eco Management and Audit Scheme				
☐ EcoVadis (please share rating via EcoVadis platform)				
	EcoVadis rating (0-100):			
☐ Further CSR Ratings				
☐ GFSL, pest control, waste disposal services, etc.:				

→ Please send us all certificates by email.

6. Please fill in, sign and resend the following documents:

→ Global Supplier Standard

→ 3rd Party Data Privacy Due Diligence

→ AI risk Due Diligence

→ Sanctions Screening



You find all the documents on the DS Smith supplier website:
<https://www.dssmith.com/de/uber-uns/lieferanteninformationen/verantwortungsvolle-beschaffung>

6. Signature:

By submitting this application form, you confirm that the information contained herein is accurate and not misleading and that you are not aware of any additional information which conflicts with the responses to the questions above.

We thank you for your efforts and look forward to working with you.

Place & Date
 Company Name
 Employee Name & Title

X
 Signature