

ABB Supplier quick start guide document for registration

Overview

This document provides you with hands-on information to make your registration process smooth and less time consuming.

This document will guide you to be better prepared when completing the ABB questionnaire. To successfully complete the questionnaire ensure you have all the mandatory information to hand. Please note all the questions with a (*) are mandatory.

To complete the ABB (PowerandTech) questionnaire you will be required to provide information about your company, including but not limited to health and safety management, quality management, financial information, anti-bribery and corruption policies, and insurances. Please have the necessary documents to hand as you will be required to upload the documents.

Completing the prequalification questionnaire will also ensure your company is fully compliant with ABB's procurement policy and visible to the Supply Chain Managers.

Section to complete	Requirement – summary of what to expect under each section
Company Information	<ul style="list-style-type: none"> • Company name, address, tax number, registration/incorporation number, website • NOTE: You will be required to upload certificate of registration/incorporation, tax registration certificate, payment certificate, public deed.
Contact details	<ul style="list-style-type: none"> • Primary, secondary, Invoice and Achilles administration contact • Required: Title, name (first & last), job title, contact (telephone and e mail) and full address
Company Profile	<ul style="list-style-type: none"> • Company logo • Marketing statement • Corporate picture
Products and Services	<ul style="list-style-type: none"> • Product or Service supplied – select relevant product code(s) • Factory location • Region of supply • Quality system: ISO equivalent, awarding body, certificate number, expiry (up-load certificate) • H&S Management System: Policy statement • Environmental System (ISO 14001): ISO equivalent, awarding body, certificate number, expiry (up-load certificate) • Contract reference: Yes/No (Give reasons if NO) • Ensure that you only select products and services that you are able to supply to ABB • Ensure that you select regions to which you are able to supply your products and services
Management Team	<ul style="list-style-type: none"> • Contact details for: Managing Director, Chief Executive Officer, Chief Financial Officer, Sales Director, Procurement Director, Technical Director and Operations Director
Group Information	<ul style="list-style-type: none"> • Parent company details • Associated companies details
Financial Information	<ul style="list-style-type: none"> • Financial details for the last 3 years • Auditors details • If you are unable to provide Financial information please add a comment to explain the reason why you are unable to do so

Location	<ul style="list-style-type: none"> • State location and their primary function e.g. sales, Call centre, warehouse • Region of supply and products and services associated with it • Factory details (name, town country and products/services associated with it)
Contract Reference	<ul style="list-style-type: none"> • Details of existing or previous contracts and the associated product codes
Insurance	<ul style="list-style-type: none"> • Specify type of Insurance and provide broker and underwriter details, start and expiry date, currency, scope and upload certificate
Supply Chain Management	<ul style="list-style-type: none"> • Supply Chain Managers contact details • Maintenance of registered suppliers • Assessment of supply chain
Quality Management System	<ul style="list-style-type: none"> • Quality Management System contact details • Robustness of the Quality Management System • Third Party accreditation details • Awarding body, certificate number, expiry date and upload certificate
H&S Management System	<ul style="list-style-type: none"> • Health and Safety contact details • Details of the policy and process • Lost Time injury Frequency Rate • Other – H&S training, PPE Provision, inspection • Compliance to RoHS and REACH
Environmental Management System	<ul style="list-style-type: none"> • Environmental contact details • Details of the policy and process • Robustness of the Environmental Management System • Third Party accreditation details • Awarding body, certificate number, expiry date and upload certificate
CSR	<ul style="list-style-type: none"> • CSR contact details • Details of the policy and process • Legal declaration – Child labour, bribery/corruption • Conflict of interest
Carbon Management	<ul style="list-style-type: none"> • Carbon footprint management • External accreditation • Future strategies
Information Security and Data Protection	<ul style="list-style-type: none"> • Information and Data Protection contact details • External accreditation • Measures to protect customers Intellectual Property (IP)
Supply Chain Management	<ul style="list-style-type: none"> • Supply Chain Managers details • Maintenance of registered suppliers • Assessment of supply chain