

FileMaker Custom Web Development

Online Questionnaire -
Phase 1 (New Supplier Submission)

Background :

We require every new supplier to fill a questionnaire before doing business with us. All questionnaires are expired after 1 year and suppliers are required to update and resubmit questionnaires every year in order to cope with our standards.

The Questionnaire has 2 parts - Part A (Supplier Profile) and Part B (Factory Profile).

1 supplier could have many related factories, in this case, they need to enter 1 Supplier Profile and many Factory Profiles.

The following dummy screens will not include all questions and rules which we will provide separately



Company Logo, we will update here after project handover

Fixed Introduction Text in this box, no border line, we will provide content later

Phase 1

NEW SUPPLIER CLICK HERE (FIRST TIME SUBMISSION)

EXISTING SUPPLIER CLICK HERE (RESUBMISSION)

Phase 2



Company Logo, we will update here after project handover

Fixed Introduction Text in this box, no border line, we will provide content later

NEW SUPPLIER PROFILE





* Required

Supplier Business Information

Please provide information as in business license

1. Supplier Name *

2. Supplier Business License Number *

3. Supplier Export License Number *

4. Supplier VAT Number *

Supplier Address

5. Street *

6. City *

Go back to first landing page, prompt user to confirm “This questionnaire has not been submitted, are you sure to abandon and leave?”

Dynamic questions display

Supplier Profile

HSBCHKHH013

38. IBAN

GB98 MIDL 0700 9312 3456 78 8430 491 1245 901

39. Beneficiary Bank A/C Number *

491 1245 901

40. Select to whom you place orders *

☐

Hasting

☒

Portsmouth

40. Code of Conduct Signature and Upload (for Hasting orders only) *

DOWNLOAD FILE

UPLOAD SIGNED FILE

No file uploaded yet.

☐

We hereby declare that the information provided is true and correct to the best of our knowledge and belief. We understand that if the information is found to be false or misleading, we may be liable for penalties and/or legal action. We also understand that in providing this information, we are confirming that the information is genuine. We also understand that in providing this information, we are confirming that the information is genuine. We also understand that in providing this information, we are confirming that the information is genuine.

SUBMIT

Supplier Profile



HSBCHKHH013

38. IBAN
GB98 MIDL 0700 9312 3456 78 8430 491 1245 901

39. Beneficiary Bank A/C Number *
491 1245 901

40. Select to whom you place orders *
- ☒ Hasting
- ☐ Portsmouth

40. Code of Conduct Signature and Upload (for Hasting orders only) *

[Download File](#)
[Upload Signed File](#)

No file uploaded yet.

Support download Code of Conduct document in the web portal

☐ We hereby declare that the information provided is true and correct to the best of our knowledge and belief. We understand that in the event of our information being found to be false or misleading, we may be liable for penalties. We also understand that in the event of our information being found to be false or misleading, we may be liable for penalties.

SUBMIT

Download Code of Conduct

We will provide this PDF file to you later. This file should be downloadable via a fixed URL

Business Partner Code of Conduct

CODE OF CONDUCT FOR BUSINESS PARTNERS

This Code of Conduct for business partners (The Code) is an integral part of our cooperation and part of all contracts with our business partners.

We require all vendors, suppliers, third-party service providers, manufacturers, contractors, subcontractors, and their agents (collectively "business partners") to abide by the following.

This Code of Conduct for business partners (The Code) provides the foundation for our continuous engagement with business partners on their ethical, social and environmental management.

PREAMBLE

Hasting - Ihr Baufreund is committed to responsible business conduct. Respect of human rights and environmental stewardship are fundamental principles of our business practices and standards. We expect our business partners to share those principles and uphold our standards. Our business partners must conduct their business with a high level of integrity and maintain transparent and accurate records.

This Code therefore sets out the basic principles governing the cooperation with business partners.

The principles enshrined in this Code are minimum standards for our business relationships. The Code is based on the following international guidelines and principles:

- Universal Declaration of Human Rights
- United Nations Global Compact (UNGC)
- UN Guiding Principles on Business and Human Rights

Upload Code of Conduct

Supplier Profile



HSBCHKHH013

38. IBAN
GB98 MIDL 0700 9312 3456 78 8430 491 1245 901

39. Beneficiary Bank A/C Number *
491 1245 901

40. Select to whom you place orders *
- ☒ Hasting
- ☐ Portsmouth

40. Code of Conduct Signature and Upload (for Hasting orders only) *

[DOWNLOAD FILE](#)
[UPLOAD SIGNED FILE](#)

No file uploaded yet.

Supplier signed downloaded file and then upload here

☐ We hereby declare that the information provided is true and correct to the best of our knowledge and belief. We also understand that in the event of our information being found to be false or misleading, we may be liable for penalties and/or prosecution.

SUBMIT

Upload Code of Conduct

Supplier Profile



HSBCHKHH013

38. IBAN

GB98 MIDL 0700 9312 3456 78 8430 491 1245 901

39. Beneficiary Bank A/C Number *

491 1245 901

40. Select to whom you place orders *



Hasting



Portsmouth

40. Code of Conduct Signature and Upload (for Hasting orders only) *



DOWNLOAD FILE



UPLOAD SIGNED FILE

No file uploaded yet.

System

File should be pdf, jpg or png format

OK



We hereby declare that the information provided is true and correct to the best of our knowledge and belief, and we understand that in the event of our information being found to be false or misleading, we may be liable for penalties and/or prosecution.

Validation : only accept 3 file formats

Our forms are genuine. We also understand that in the event of our information being found to be false or misleading, we may be liable for penalties and/or prosecution.

SUBMIT

Supplier Profile



36. Bank Regional Number

315000

37. SWIFT *

SPDBCNSH342

38. IBAN

CITIUS33

39. Beneficiary Bank A/C Number *

32456987456

40. Select to whom you place orders *

☐

Hasting

☒

Portsmouth

40. Code of Conduct Signature and Upload (for Hasting orders only) *

 DOWNLOAD FILE

 UPLOAD SIGNED FILE

No file uploaded yet.

☒

We hereby declare that the information provided is accurate, up to date and correct and that the documents submitted along with these forms are genuine. We also understand that in the event of our information being found false or incorrect at any stage, We reserve the right to conduct 3rd party audits to access and verify our provided information.

☒

Review my data and confirm no changes

Signature (To sign, please type your full name here)

Wong Chi Ming

SUBMIT AND FINISH

SUBMIT AND ENTER NEW FACTORY PROFILE

Choose this to finish with only 1 new supplier profile created

Choose this to enter first related factory profile

If user chooses to enter new factory profile, a blank form will be loaded

Factory Profile



* Required

Factory Business Information

Please provide information as in official documents

1. Factory Name *

2. Factory Business License Number *

3. Factory VAT Number *

Factory Address

4. Street *

5. City *

6. Post Code

No input for Hong Kong

Upload Social Audit Report

Factory Profile



39. If 33. Yes - Social Audit Report Upload
File naming: Supplier Name_Auditing Company_Audit Date (ddmmyyyy)

UPLOAD FILE

No file uploaded yet.

Factory Employees Information

40. Total Number of Employees *

e.g., 2003

This value must be a number

41. Personnel Structure (Admin in Percentage) *

This value must be a number

42. Personnel Structure (Production in Percentage) *

This value must be a number

43. Personnel Structure (R&D in Percentage) *

This value must be a number

44. Personnel Structure (QA in Percentage) *

This value must be a number

45. Personnel Structure (Management in Percentage) *

This value must be a number

46. Workers Statistic (Male in Percentage) *

This value must be a number

47. Workers Statistic (Female in Percentage) *

This value must be a number

System

File should be pdf, jpg or png
format

OK

Validation : only accept 3 file formats

Factory Profile



46. Workers Statistic (Male in Percentage) *

40

47. Workers Statistic (Female in Percentage) *

60

48. Workers Statistic (Local in Percentage) *

100

49. Workers Statistic (Migrant in Percentage) *

0

50. Work in Shifts *

☐ Yes

☒ No

51. If 50. Yes - Max. Number of Shift(s) *

This value must be a number



We hereby declare that the information provided is accurate, up to date and correct and that the documents submitted along with these forms are genuine. We also understand that in the event of our information being found false or incorrect at any stage, We reserve the right to conduct 3rd party audits to access and verify our provided information.



Review my data and confirm no changes

Signature (To sign, please type your full name here)

Wong Chi Ming

SUBMIT AND FINISH

SUBMIT AND ENTER NEXT FACTORY

Choose this to finish with only 1 related factory profile created

Choose this to enter next related factory profile

If user chooses to enter **next factory profile**, a blank form will be loaded for entering next factory profile, web user can enter unlimited number of related factories

Factory Profile



* Required

Factory Business Information

Please provide information as in official documents

1. Factory Name *

2. Factory Business License Number *

3. Factory VAT Number *

Factory Address

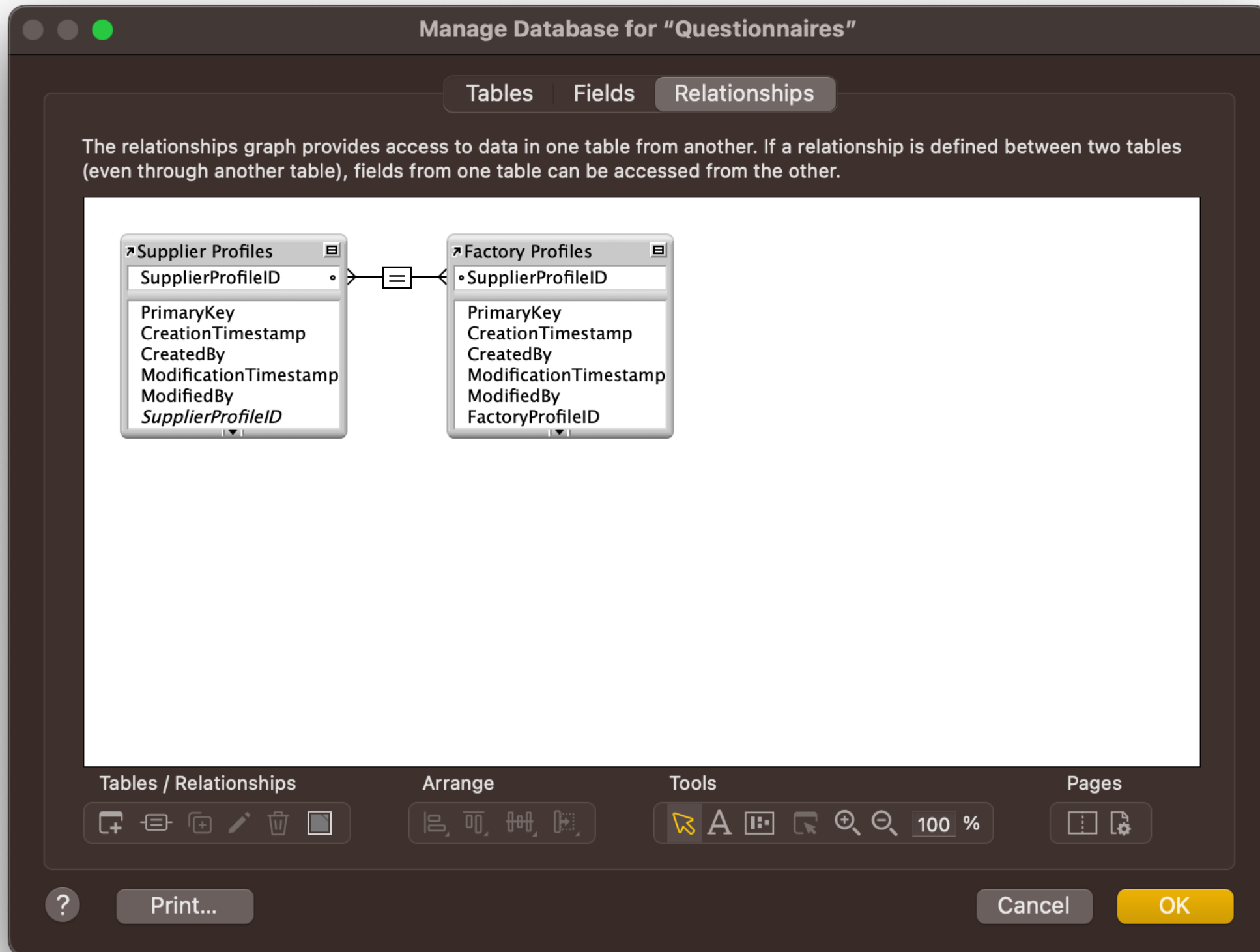
4. Street *

5. City *

6. Post Code

No input for Hong Kong

FileMaker Database ERD



If new supplier entered 1 supplier profile and 2 factory profiles,
totally 3 records will be created

Questionnaires

Records: 1 Total (Unsorted) | Show All | New Record | Delete Record | Find | Sort | Share | Search

Layout: Supplier Profiles | View As: | Preview | Modify...

SupplierProfileID	SupplierID	SupplierName	SupplierBusinessLicenseNu...	SupplierVATNumber	+
SP00001	S00001	Honest Trading Co. Ltd.	8545-9854	VAT-9854451425	
+					

Questionnaires

Records: 2 Total (Unsorted) | Show All | New Record | Delete Record | Find | Sort | Share | Search

Layout: Factory Profiles | View As: | Preview | Modify...

FactoryProfileID	SupplierProfil...	SupplierID	FactoryName	FactoryBusin...	FactoryVATNo	+
FP00001	SP00001	S00001	Elite	4455661122	VAT135454123	
FP00002	SP00001	S00001	Sunning Sports	545214587	VAT4512144112	
+						

Questionnaires

< | >

10

1

Total (Unsorted)

+

New Record

Q

Find

↓^az

Sort

↑

Share

Q

Search

>>

Layout: Supplier Profiles

View As:

Preview

A^a Edit Layout

The relationship can be seen clearly in this form view portal

SupplierProfileID

SP00001

SupplierID

S00001

SupplierName

Honest Trading Co. Ltd.

SupplierBusinessLicenseNumber

8545-9854

SupplierVATNumber

VAT-9854451425

Elite Manufacturing Ltd.	4455661122	VAT135454123
Sunning Sports Suzhou	545214587	VAT4512144112