



SUPPLIER ONBOARDING FORM

Supplier Qualification & Onboarding

Collection and review of all relevant information prior to onboarding a new supplier / service provider into our supplier network.

1. COMPANY INFORMATION

Company Name / Full Legal Name	_____
Commercial Register / Registration Number	_____
Legal Form	_____
Year Founded	_____
Street / Number	_____
Postal Code / City / Country	_____
Website	_____
VAT ID	_____
Tax Number	_____

2. CONTACT PERSONS

Geschäftsführung / Inhaber	Name: _____
Operativer Ansprechpartner	Name / Position: _____
Email / Phone	_____
24/7 Emergency Contact	Name / Mobil / E-Mail: _____
Abrechnung / Finance	Name / Email / Phone: _____

3. Service Profile

(To be completed only by freight forwarders / suppliers)

Type of Service

☐ Air Freight ☐ Road Freight ☐ Courier ☐ Customs ☐ Warehousing
☐ On-Board Courier ☐ Time Critical / NFO ☐ Special Services ☐ Other

Geographical Coverage

24/7 Availability

☐ Ja ☐ Nein Zeiten: _____

Own Vehicles / Fleet

☐ Ja ☐ Nein Number / Type: _____

Subcontractors Used

☐ Ja ☐ Nein If yes, scope: _____

Time-Critical / Express Experience

Special Expertise

4. LICENSES, CERTIFICATES & COMPLIANCE

Air Cargo / Cargo Status

☐ Regulated Agent ☐ Known Consignor ☐ Other

AEO / Customs Status

☐ AEO C ☐ AEO S ☐ AEO F ☐ None

IATA / FIATA / Other Memberships

Dangerous Goods Authorization /
DG

☐ Ja ☐ Nein ☐ Not Applicable

ISO Certifications

Other Relevant Certificates

Sanctions / Compliance Check

☐ Bestätigt ☐ Nicht geprüft

Please attach supporting documents / certificates where available. Validity dates must be provided.

5. INSURANCE

Betriebshaftpflicht

Versicherung: _____ Coverage: _____

Transportversicherung /
Frachtführerhaftung

Versicherung: _____ Coverage: _____

Gültigkeit der
Versicherungsnachweise

von _____ to _____

Insurance Certificate Attached

☐ Ja ☐ Nein

6. OPERATIONAL & QUALITY REQUIREMENTS

Service Level / SLA

Pickup Times / Cut-off

Tracking / Visibility

☐ Live Tracking ☐ Status Updates ☐ POD ☐ Other

Proof of Delivery

☐ Digital ☐ Signature ☐ Photo ☐ Other

Damage / Incident Process

Reklamationsbearbeitung

Ansprechpartner / Reaktionszeit: _____

Business Continuity / Contingency
Plan

☐ Vorhanden ☐ None

7. DATA PROTECTION & INFORMATION SECURITY

GDPR / Data Protection
Requirements

☐ Akzeptiert ☐ Klärung erforderlich

Processing of Personal Data

☐ Ja ☐ Nein

Technical / Organizational Measures

☐ Vorhanden ☐ Not Applicable

IT Security Standard

Data Transmission / Interfaces

☐ E-Mail ☐ Portal ☐ API/EDI ☐ Other

8. FINANCIAL & PAYMENT INFORMATION

Bank / Financial Institution

IBAN

BIC / SWIFT

Currency

Payment Terms

Invoice Email

Hinweis: Bankdaten werden ausschließlich über einen geeigneten, sicheren Prozess verifiziert. Keine Passwörter, Zugangsdaten oder Kreditkartendaten in diesem Formular eintragen.

9. Pricing & Terms Overview (To be completed by freight forwarders / suppliers only)

Standard Terms / Rate Sheet

☐ Beigefügt ☐ Wird separat übermittelt

Fuel / Security / Handling
Surcharges

Special Terms

Price Validity Period

Response Time to Quotation
Requests

10. REFERENCES

Customer References

Experience with International / Time-
Critical Shipments

Industry Focus

11. SUPPLIER DECLARATION

The supplier confirms that the information provided in this form is complete and accurate. The supplier undertakes to notify Airfreight Express Global Group without delay of any changes to company information, licenses, insurance, contact persons, or any other information relevant to the business relationship. Onboarding into the supplier network is subject to internal review and approval by Airfreight Express Global Group.

Place / Date _____

Name / Position _____

Signature / Firmenstempel _____

12. INTERNAL REVIEW – to be completed by Airfreight Express Global only

Supplier ID _____

Reviewed by _____

Compliance / Sanctions Check ☐ OK ☐ Clarification Required ☐ Not Approved

Document Review ☐ Vollständig ☐ Unvollständig

Insurance Reviewed ☐ Ja ☐ Nein

Operational Review ☐ Ja ☐ Nein

Supplier Approval ☐ APPROVED ☐ CONDITIONAL ☐ REJECTED

Valid From _____

Comments / Conditions _____