

Agathon AG
Supplier Guide

Agathon AG, headquartered in Bellach, Switzerland, was founded in 1918 and is globally recognized as a leading manufacturer of high-tech indexable insert grinding centers for precision grinding and standard parts and guide elements for machine, tool, and mold making.

Our excellent customer service and large network of representatives worldwide provide customers with technical support, training, and advice for holistic solutions.

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"Strive for the Best"

We develop our expertise to reflect market requirements and continuously expand our knowledge.

Our collaborative and integrative approach – in a professional, fair, and transparent atmosphere – aims to generate competitive benefits for ourselves and our suppliers.

In cooperation with our suppliers, we develop innovative solutions that ensure the best possible production processes.

We take care of our environment and prefer an ecological and social approach.

Automating processes in a meaningful way puts us in a position to focus on value-adding activities and to live and comply with lean and effective processes

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Submission of quotations

In the quotation phase, we seek to establish a transparent price and collaboration policy. This means that suppliers are required to provide costing with as much detail as possible for the products requested for a quotation.

If quantity discounts are possible for series production parts, we would like to be informed of this when the quotation is submitted.

Wherever possible, we seek to establish framework agreements with suppliers. This offers all parties greater planning security and ensures availability.

With a view to collaborative cooperation, we also evaluate the supplier's cooperation, besides the cost, delivery capability, and technical implementation, when selecting a suitable supplier.

Ideally, quotations will contain the following level of detail:
Costs of material and manufacturing, packaging, and transport

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Orders

We submit our orders in PDF format to the email address defined by the delivery partner and stored on our ERP system.

Call-off orders contain information about:
the order or call-off contract no., Agathon material no. and, if available, supplier's article no., quantity, total costs, delivery date, drawing no., drawing version and status, payment terms, Incoterms.

The stated delivery dates must always be understood as the arrival dates at Agathon, irrespective of the Incoterms. Agathon uses the Incoterms FCA or DAP as standard.

The drawing is sent to the supplier separately in case of product changes; it is not sent directly with each new order.

The supplier is responsible for valid Agathon product drawings being available and integrated into its production process.

In addition to the order information, orders also contain the contact person for queries.

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Order confirmations

All order confirmations must contain the following information:

the order or call-off contract no., Agathon and supplier material no. for merchandise, quantity, total cost, delivery date (date of arrival at AAG), drawing no., drawing version and status, payment terms, Incoterms, customs tariff no., origin information, and note on preferential goods.

For confirmations of delivery dates stating a calendar week, Agathon assumes that the material will be delivered to Agathon by the Wednesday of the calendar week in question.

In case of provisional confirmations of delivery dates, a weekly update of the order confirmation with newly-verified delivery dates is expected.

In the case of call-off contracts, the outstanding quantity must also be noted on the order confirmation.

Please send the order confirmation within 3 days without exception to the following email address einkauf@agathon.ch.

An electronically generated order confirmation is required to ensure automated downstream processing at Agathon (scanned documents are not acceptable).

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Delivery notes

As a supplier, you are obligated to deliver the goods in perfect condition with regard to transport, customs clearance, packaging, marking, and documentation in accordance with the agreed Incoterms.

For clear identification, the delivery documents must contain the following information:

Delivery note with Agathon article number, revision level, Agathon order number, quantity, country of origin, and customs tariff number.

Initial sample test reports and other test reports, technical drawings or specification sheets, certificates, and audit statements, in line with special agreements for the components, must also be enclosed with the delivery. These must be marked with order no., Agathon material no., and batch no. In case of electronic delivery of the data, the documents must be sent to the following address with the subject of "Order no. and Agathon material no.": wareneingang@agathon.ch.

AAG's ZAZ account must be used for importing goods into Switzerland. We will be happy to send you the pertinent information on request to procurement@agathon.ch.

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Invoices

For smooth invoice processing, the following information is required on the invoice:

Order or call-off contract no., Agathon and/or supplier material no., quantity, total cost, delivery date (date of arrival at Agathon), drawing no., drawing version and status, payment terms, Incoterms, customs tariff no., origin information, and information on preferential goods.

Invoices with the Agathon article number and supplier material no. for merchandise, revision level, Agathon order number, quantity, country of origin, and customs tariff number. Preferential goods must be declared in accordance with the "Proof of origin" information on the following pages.

Please submit the invoice to the following email address rechnung@agathon.ch

An electronically generated order confirmation is required to ensure automated downstream processing at Agathon (scanned documents are not acceptable).

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Proof of origin

Wherever possible, Agathon takes into account the customer's request for preferential export of the goods.

This is only possible if we fulfill the proof of origin requirements of the Swiss Customs Administration throughout the entire supply chain. Proofs of origin must therefore be declared verbatim on the invoice as a function of the country of procurement.

Agathon's purchasing department will be happy to assist you in generating the correct wording for your supplier country to allow us to comply with the pertinent free trade agreements and thus take advantage of the competitive advantages offered by free trade agreements with individual countries.

The corresponding proofs must be submitted in digital form and/or hard copy in line with customs administration regulations.

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Regulations and ordinances

By accepting the order, the supplier undertakes to apply and comply with the latest directives according to RoHS and REACH. The supplier must immediately report any violations of, or deviations from, these regulations to Agathon and initiate appropriate remedial action.

Hazardous substances must be labeled in accordance with the GHS regulations; appropriate safety measures must be followed. The safety data sheets must be supplied to Agathon along with the goods.

Materials that could be declared as "dual use" goods must be declared accordingly with the order confirmation. You will find the corresponding specifications under the following link:

https://www.seco.admin.ch/seco/de/home/Aussenwirtschaftspolitik_Wirtschaftliche_Zusammenarbeit/Wirtschaftsbeziehungen/exportkontrollen-und-sanktionen/industrieprodukte--dual-use--und-besondere-militaerische-gueter.html

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Quality

Agathon commits its suppliers to faultless manufacture, packaging, and delivery.

During the incoming goods inspection, Agathon checks the goods for completeness of the order and external damage. The supplier is responsible for manufacturing without complaint and for outbound inspection.

In the case of defective deliveries, depending on the cost of the defect and its complexity, you will receive a complaint with a request for a statement in the form of a 4D/8D report. The defects must be appropriately justified, and the causes and remedial actions must be defined.

The further procedure in the case of quality problems (replacement, exchange, rework, credit note or similar) must be discussed with the appropriate purchaser.

Agathon reserves the right to discuss systematic errors with the supplier in order to jointly agree upon remedial actions. Any resulting costs will be billed separately following consultation with the supplier.

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Product changes

Product changes by the supplier must be clarified with Agathon for technical feasibility prior to implementation. In order for feasibility to be checked, a lead time of at least 6 months applies for all critical components.

Product changes on the part of Agathon will be sent to the supplier separately to the order, with a request to check the changes and confirm their implementation.

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Product discontinuations and availability

If the supplier intends to discontinue the production and distribution of products, the supplier is required to notify Agathon at least 6-12 months prior to the intended discontinuation of production to procurement@agathon.ch.

In this case, a suitable alternative solution must be found of which the supplier will provide support. In this process, the supplier will provide Agathon with all the technical information required to evaluate the alternative solution.

If the product still required by Agathon is completely discontinued, production is stopped, and no alternative is possible, all information regarding the production of the product must also be handed over to Agathon to allow the delivery capability to be upheld.

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Any questions?

Your Agathon purchasing contact will be happy to answer any questions you may have. Of course, you can also send your questions directly to the following email address:

procurement@agathon.ch

Thank you very much for your collaboration.

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Thank you very much

for your attention

STRIVE FOR THE BEST.

AGATHON