**商务审查表**

**一、企业基本情况** 审查时间： 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 企业名称（盖章） | | | | | | | |  | | | | | | | \*详细地址 | | | | | | |  | | | | | | | | \*厂房面积 | | | | |  |
| 法人代表 | | | | | | | |  | | | | | | | \*成立时间 | | | | | | |  | | | | | | | | \*企业性质 | | | | |  |
| 主要股东及所占股份 | | | | | | | |  | | | | | | | 企业税号 | | | | | | |  | | | | | | | | 邮政编码 | | | | |  |
| 企业网址 | | | | | | | |  | | | | | | | \*E-mail | | | | | | |  | | | | | | | | 传真 | | | | |  |
| \*注册资金  （万元） | | | | | | | |  | | | | | | | 固定资产总额  （万元） | | | | | | |  | | | | | | | | 去年销售总额（万元） | | | | |  |
| 工装、夹模具  （自制或外协） | | | | | | | |  | | | | | | | \*厂房属性  (自有或租赁) | | | | | | |  | | | | | | | | 利润总额（万元） | | | | |  |
| 企业优惠条件（享受国家福利、税收优惠、高新技术、政府补贴等） | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*主要客户及销售比例 | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*主要经营业务 | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 企业优势自评 | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*企业发展规划 | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 认证  信息 | | | 序 | | | | \*认证名称 | | | | | \*认证类别（质量、高新技术、环境等） | | | | | | | | \*认证机构 | | | | | | | \*认证日期 | | \*证书有效期 | | | | | | |
| 1 | | | |  | | | | |  | | | | | | | |  | | | | | | |  | |  | | | | | | |
| 2 | | | |  | | | | |  | | | | | | | |  | | | | | | |  | |  | | | | | | |
| \*\* | | | |  | | | | |  | | | | | | | |  | | | | | | |  | |  | | | | | | |
| 专利  申报 | | | 序 | | | | 专利名称 | | | | | \*专利类型（外观、实用新型、发明） | | | | | | | | \*证书编号 | | | | | | | \*颁发日期 | | \*有效保护期 | | | | | | |
| 1 | | | |  | | | | |  | | | | | | | |  | | | | | | |  | |  | | | | | | |
| 2 | | | |  | | | | |  | | | | | | | |  | | | | | | |  | |  | | | | | | |
| \*\* | | | |  | | | | |  | | | | | | | |  | | | | | | |  | |  | | | | | | |
| 员工  结构 | | | 总人数 | | | | | | | | |  | | | | | | | | 中级职称 | | | | | | |  | | 劳动力资源 | | | | | | |
| 管理人员数 | | | | | | | | |  | | | | | | | | 高级职称 | | | | | | |  | | □当地居多  □外地居多  □均等 | | | | | | |
| 技术人员数 | | | | | | | | |  | | | | | | | | 硕士以上 | | | | | | |  | |
| 质检人员数 | | | | | | | | |  | | | | | | | | 本科人数 | | | | | | |  | |
| 生产人员数 | | | | | | | | |  | | | | | | | | 大中专人数 | | | | | | |  | |
| 员工福利 | | | 公司为员工购买保险情况 | | | | | | | | | | | □养老 □医疗 □生育 □工伤 □失业 □住房公积金  □其它： □占总人数 % | | | | | | | | | | | | | | | | | | | | | |
| □未购买 | | | | | | | | | | | | | | | | | | | | | |
| 是否具有劳工组织 | | | | | | | | | | | □是 □否 | | | | | | | | | | | | | | | | | | | | | |
| 月平均上班天数 | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| 主  要  产  品  情  况 | | 序 | | | \*产品名称 | | | | | | | \*月产能 | | | | | \*生产班次 | | | | | | 生产年限 | | | | | \*所供客户 | | | | | | 备注 | |
| 1 | | |  | | | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | |  | |
| 2 | | |  | | | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | |  | |
| 3 | | |  | | | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | |  | |
| 4 | | |  | | | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | |  | |
| 5 | | |  | | | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | |  | |
| 6 | | |  | | | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | |  | |
| 7 | | |  | | | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | |  | |
| 8 | | |  | | | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | |  | |
| 9 | | |  | | | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | |  | |
| 10 | | |  | | | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | |  | |
| \*\* | | |  | | | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | |  | |
| 贵司主要外协配件（材料）厂家明细 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序 | | \*外协配件（材料）名称 | | | | | | | | \*厂商名称 | | | | | \*地址 | | | | | | 供货关系 | | | | 供货  年限 | | | | | \*联系人 | | | \*联系电话 | | |
| 1 | |  | | | | | | | |  | | | | |  | | | | | |  | | | |  | | | | |  | | |  | | |
| 2 | |  | | | | | | | |  | | | | |  | | | | | |  | | | |  | | | | |  | | |  | | |
| 3 | |  | | | | | | | |  | | | | |  | | | | | |  | | | |  | | | | |  | | |  | | |
| 4 | |  | | | | | | | |  | | | | |  | | | | | |  | | | |  | | | | |  | | |  | | |
| 5 | |  | | | | | | | |  | | | | |  | | | | | |  | | | |  | | | | |  | | |  | | |
| 6 | |  | | | | | | | |  | | | | |  | | | | | |  | | | |  | | | | |  | | |  | | |
| 7 | |  | | | | | | | |  | | | | |  | | | | | |  | | | |  | | | | |  | | |  | | |
| 8 | |  | | | | | | | |  | | | | |  | | | | | |  | | | |  | | | | |  | | |  | | |
| \*\* | |  | | | | | | | |  | | | | |  | | | | | |  | | | |  | | | | |  | | |  | | |
| 能源需求及应急能力状况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序 | | | | 能源种类 | | | | | | | \*是否需要 | | | | | \*所占比重（100%） | | | | | | | | \*应急措施 | | | | | | | 备注 | | | | |
| 1 | | | | 电能 | | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | |
| 2 | | | | 天然气 | | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | |
| 3 | | | | 煤 | | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | |
| 4 | | | | 蒸汽 | | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | |
| 5 | | | | 水 | | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | |
| \*\* | | | | 其他 | | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | |
| 企业近三年发展投入 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序 | | | | 年份 | | | | \*投入方向 | | | | | | | | | | \*投入额度 | | | | | | \*所占比重（100%） | | | | | | | | 备注 | | | |
| 1 | | | |  | | | |  | | | | | | | | | |  | | | | | |  | | | | | | | |  | | | |
| 2 | | | |  | | | |  | | | | | | | | | |  | | | | | |  | | | | | | | |  | | | |
| 3 | | | |  | | | |  | | | | | | | | | |  | | | | | |  | | | | | | | |  | | | |
| 企业近三年销售情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序 | 年份 | | | | | \*销售总额（万元） | | | | | | | \*回款率（100%） | | | | | | \*负债率（100%） | | | | | | | \*利润率（100%） | | | | | | 备注 | | | |
| 1 |  | | | | |  | | | | | | |  | | | | | |  | | | | | | |  | | | | | |  | | | |
| 2 |  | | | | |  | | | | | | |  | | | | | |  | | | | | | |  | | | | | |  | | | |
| 3 |  | | | | |  | | | | | | |  | | | | | |  | | | | | | |  | | | | | |  | | | |
| 企业销售状况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序 | | 产品类别 | | | | | | | 产品名称 | | | | | | | | | | | | | 去年销售额 | | | | | | | | 主要客户名称 | | | | | |
| 1 | |  | | | | | | |  | | | | | | | | | | | | |  | | | | | | | |  | | | | | |
| 2 | |  | | | | | | |  | | | | | | | | | | | | |  | | | | | | | |  | | | | | |
| 3 | |  | | | | | | |  | | | | | | | | | | | | |  | | | | | | | |  | | | | | |
| 4 | |  | | | | | | |  | | | | | | | | | | | | |  | | | | | | | |  | | | | | |
| 5 | |  | | | | | | |  | | | | | | | | | | | | |  | | | | | | | |  | | | | | |
| 6 | |  | | | | | | |  | | | | | | | | | | | | |  | | | | | | | |  | | | | | |

**请附主要客户资历证明。**

**二、企业组织架构**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 企业主要负责人 | | | | | |
| 部门 | 姓名 | 职务 | 电话 | E-mail | 传真 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**请附组织机构图。**

**三、企业设备状况**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 主要检测设备 | | | | | | | | | |
| 序 | 设备名称 | 规格型号 | 检测项目 | | 检定周期 | | 检定单位 | | 用途 |
| 1 |  |  |  | |  | |  | |  |
| 2 |  |  |  | |  | |  | |  |
| 3 |  |  |  | |  | |  | |  |
| 4 |  |  |  | |  | |  | |  |
| 5 |  |  |  | |  | |  | |  |
| 6 |  |  |  | |  | |  | |  |
| 7 |  |  |  | |  | |  | |  |
| 8 |  |  |  | |  | |  | |  |
| 9 |  |  |  | |  | |  | |  |
| 10 |  |  |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  |
| \*\* |  |  |  | |  | |  | |  |
| 关键生产设备 | | | | | | | | | |
| 序 | 设备名称 | 规格型号 | | 数量 | | 已使用年限 | | 用途 | |
| 1 |  |  | |  | |  | |  | |
| 2 |  |  | |  | |  | |  | |
| 3 |  |  | |  | |  | |  | |
| 4 |  |  | |  | |  | |  | |
| 5 |  |  | |  | |  | |  | |
| 6 |  |  | |  | |  | |  | |
| 7 |  |  | |  | |  | |  | |
| 8 |  |  | |  | |  | |  | |
| 9 |  |  | |  | |  | |  | |
| 10 |  |  | |  | |  | |  | |
| \*\* |  |  | |  | |  | |  | |
| 主要物流配送设备 | | | | | | | | | |
| 序 | 设备名称 | 规格型号 | | 数量 | | 已使用年限 | | 用途 | |
| 1 |  |  | |  | |  | |  | |
| 2 |  |  | |  | |  | |  | |
| 3 |  |  | |  | |  | |  | |
| 4 |  |  | |  | |  | |  | |
| 5 |  |  | |  | |  | |  | |
| 6 |  |  | |  | |  | |  | |
| \*\* |  |  | |  | |  | |  | |

**四、企业形象展示**

|  |
| --- |
| **附件一：企业法人营业执照复印件** |

|  |
| --- |
| **附件二：企业税务登记证复印件** |

|  |
| --- |
| **附件三：企业信誉证明复印件（可附多张）** |

|  |
| --- |
| **附件四：认证证书复印件（可附多张，包括质量、环境、生产许可、特种认证）** |
| **附件五：严禁将照片洗出来张贴，只能通过电脑将照片打印出来，采用500万像索数码相机拍摄**  **1、公司全景、正门图片（2张）**   |  |  | | --- | --- | | 照片张贴处： |  |   **2、厂景照片（2张）**   |  |  | | --- | --- | |  |  |   **3、生产现场照片（2张）**   |  |  | | --- | --- | |  |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4、企业主要生产工序照片(5张)- 采用500万像索数码相机拍摄**   |  |  | | --- | --- | | 照片张贴处：  工序名称： | 照片张贴处：  工序名称： | | 照片张贴处：  工序名称： | 照片张贴处：  工序名称： | | 照片张贴处：  工序名称： | 照片张贴处：  工序名称： | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | 照片张贴处：  设备名称： | 照片张贴处：  设备名称： | | 照片张贴处：  设备名称： | 照片张贴处：  设备名称： | | 照片张贴处：    设备名称： | 照片张贴处：  设备名称： |   **5、企业主要生产设备照片-采用500万像索数码相机拍摄** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | 设备名称： | 设备名称： | | 设备名称： | 设备名称： | | 设备名称： | 设备名称： |   **6、企业主要检测设备照片-采用500万像索数码相机拍摄** |

1. 该表要求填写的项目都必须详细填写，不允许缺项，否则视为无效资料。
2. 供应商（若是代理商，需提供代理商和生产厂家两份商务审查表）必须对填写内容的真实性负责，将加盖单位公章交纸质版和电子版本一并交湖南天雁发展战略部。