



**R & D Engineers**  
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**QUALITY SYSTEM FORMS & FORMATS Q.S.F - 7.4.01 VOL.3**

SUPPLIER REGISTRATION & SELECTION FORM				
<b>General Introduction</b>				
<b>1.1 Name of the company:</b>				
<b>Address 1:</b>				
<b>Address 2:</b>				
<b>Address 3:</b>				
<b>City:</b>				
<b>Country:</b>				
<b>PIN:</b>				
<b>Contact Person (1):</b>		<b>Designation</b>		
<b>Contact Person (2):</b>		<b>Designation</b>		
<b>1.2 Phone No:</b>		<b>Extension</b>		
<b>Mobile:</b>				
<b>Residence:</b>				
<b>Fax:</b>				
<b>E-Mail:</b>				
<b>1.3 Who introduced / recommended:</b>				
<b>1.4 Specification of Material/Agencies/Manufacturers:</b>				
	<b>Category</b>	<b>Company</b>	<b>Brand</b>	<b>Short Description of Products</b>
a)				
b)				
c)				
<b>1.5 Average lead time for supply:</b>				

1.6	How old is the establishment (No. of Years in Business):	
1.7	Certification: ISI /ISO 9000 etc. Attach supporting documents:	
1.8	Client Reference list to be attached	
1.9	Credit /Payments /Delivery Terms:	
<b>For Office Internal Use: Supplier Selection</b>		
2.1	Appraisal method	
	1. Sample(s) testing	
	2. Past Performance	
	3. Experience of other known users	
	4. Well known brand / trail order	
2.2	Recommendation by:	
	In-charge (Purchase)	Partner
*	Attach Additional Sheets wherever necessary.	