

“SUPPLIER REGISTRATION”

General Introduction			
1.1	Name of the company :		
	Address 1 :		
	Address 2 :		
	Address 3 :		
	City :	Country :	
	Pin :		
	Contact Person (1) :	Designation :	
	Contact Person (2) :	Designation :	
1.2	Phone No :		
	Mobile :		
	Residence :		
	E-Mail :		
1.3	Recommended by		
1.4	Product Offered		
a			
b			
c			
1.5	Average lead time for service : 4 hours/12 hours/1 day/1 week/1 month		
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	a.	Credit Period offered : Expected 30-45 days :	
	b.	Payment terms : 30-45 days / 30 days / 15 days / Immediate	
	c.	Delivery Service : On call / within 24 hrs	
For Office Internal Use : Supplier Selection			
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		Date :
	In-charge (Purchase)		Partner
*	Attach Additional Sheets where ever Necessary		