

“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	