

VENDOR DATA SHEET_ IMPORT



Section 1: Company Details and General Information

1.	Company Name(Full legal name)				
2.	Address 1				
	Address 2				
	City				
	PIN				
	State				
	Country				
	Tel. (Office)		Mobile:		
e-mail (Office)	Company Website:				
3.	Type of Vendor :	Manufacturer	Distributor	Service provider	Other(specify):
4.	Type of Business	Propriety	Partnership	Limited	Other(specify):
5.	Year Established			6. No of full time employees	
7.	Company Registration no. / CIN				
8.	For Service details				
	PAN NO				
9.	TDS DETAILS				
	Section				
	Rate applicable				

Section 2: Contact details

10.	Contact Person 1	Mr.	Mrs.	Ms.	Dr.	Others	
	Name						
	Department				Function		
	Telephone				Mobile		
	e-mail						
11.	Contact Person 2	Mr.	Mrs.	Ms.	Dr.	Others	
	Name						
	Department				Function		
	Telephone				Mobile		
	e-mail						
12.	Contact Person 3	Mr.	Mrs.	Ms.	Dr.	Others	
	Name						
	Department				Function		
	Telephone				Mobile		
	e-mail						
13.	Names of owner(s) and principals Subsidiaries / Affiliates / CEO / Managing Director / Managing Member and those with controlling interests if applicable (attach a List):						



VENDOR DATA SHEET_IMPORT



Section 3: Commercial terms

14.	Payment term	
15.	Delivery term	

Section 4: Banker details

16.	Name	
	Address	
	Account No.	
	Telephone	
17.	SWIFT PARTICULARS	
	Swift Account No.	
	Bank Name & Address	
	Correspondent Bank	
	(Your banker in USA / Frankfurt or Intermediary bank)	
	Bank Tel.	
	Bank e-mail	
	Beneficiary Name	
	Beneficiary Account no.	
	Any other details.	

Section 5: Certification, Business risk and Environment

18.	Does your Company have any certification for QMS such as ISO 9001: 2015 or any other?		
	Yes	No	(If yes, please attach a Copy)
19.	Does your company have any Fire alarm and Prevention system?		
	Yes	No	
20.	Does your Company have a written Statement of its Environmental Policy?		
	Yes	No	(If yes, please attach a Copy)
21.	Does your Company have certification such as ISO 14001 related to the environment?		
	Yes	No	(If yes, please attach a Copy)
22.	Is any Risk(Political/Labor/Geographical/Financial etc))to your Business?		
	Yes	No	(If yes, please specify)
23.	Does your Company have any major litigation and dispute at present time?		
	Yes	No	(If yes, please attach list)

(Supplier's Signature and Stamp)

(For internal use only)

Assessed by:	Recommended by:	Approved by :
Vendor code:	Material for Procurement :	
Date :	Updated in SAP by:	