

Date		ERP VENDOR NO.	
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VENDOR REGISTRATION AND ASSESMENT

In IPMS policies it is mandatory requirement to assess vendor's financial strength in order to determine vendor's capability to perform work and supply material and equipment. The information requested will assist in evaluating the capabilities of your company to become an approved vendor. Please complete and return this form promptly in order not to delay the approval of your company as a vendor. The information provided by your company will be treated as confidential.

General Information

Full Company Name as shown in your company commercial registration

Name:		Commercial Registration:	
P.O. Box & Postal Code:		Zakat file No.	
Street Address:		Issued place:	
Phone & Fax		Date of Issue:	
E-mail:		URL:	

Type of products / services you are currently providing (Additional papers/ Company profile could be used, if necessary)

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Financial Information

Bank Name		Account No.:	
Branch:		P.O.Box:	
Address:		Zip code:	
Phone:		Fax:	
Authorised person		E- mail ID	

SUPPLIERS COMPANY DOCUMENTATION (Attach Company profile)

1.0	Company certificates	YES	NO	2.0	COMPANY'S INTRODUCTION	YES	NO
1.1	Copy of Commercial Certificate			2.1	Company / Est. Profile		
1.2	Copy of valid Zakat Certificate			2.2	Organization Chart		
1.3	Company's Location Map			2.3	List of Manpower & Equipment		
3.0	COMPANY'S PERFORMANCE			4.0	COMPANY'S INTERNATIONAL QUALITY STANDARD		
3.1	List of executed and on going Projects			4.1	Please mention the QMS of the company		
3.2	Company's maximum project value in SAR			4.2	If any Please specify		

5.0 COMPANY'S REGISTRATION WITH KSA REFINERIES

5.1	Vendor No. of Aramco	
5.2	Vendor No. of Sabic	
5.3	Vendor No. of SEC	
5.4	Any other Clients	

To be filled by Supplier authorized person **Prepared & Approved by (IPMS)**

Name		Name	
Job Title		Employee No.	
Mobile		Job Title	
Signature & Date		Signature & Date	
Vendor Company Stamp		Approved by authorized person	