

Supplier Registration Form

Supplier Name: Date:

**Before registering any supplier on our Database, the following form must be completed.**

**As a minimum all suppliers must be evaluated against the following criteria**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Yes or No** | **Comments** |
| 1. Is the supplier operating out of premises? |  |  |
| 1. Has the address, contact name and telephone number been verified? |  |  |
| 1. Is the Supplier registered, legal and legitimate in the country? |  |  |
| 1. Does the Supplier produce receipts with a stamp/headed paper identifying the company? |  |  |
| 1. Does the Supplier have a good reputation/standing (no police/government/other agency issues)? |  |  |
| 1. Has the Supplier screening been completed? |  |  |
| 1. Has the Supplier agreed and signed the Non-Staff code of conduct? |  |  |
| 1. As per the Non-Staff code of conduct (7) above, if the Supplier has direct involvement with children and/or young people please confirm they have read and signed the PII “Global Policy on Safeguarding Children & Young People”. |  |  |
| **Any risks identified Criteria 1-8 above** | | |

Name:

Title:

Signature:

Date:

1.       Full company name (as it would appear on an invoice)

2.       Any other names they may use as a legal entity

3.       Physical address

4.       Company telephone number

5.       Company email address

6.       Company website

7.       Contact person’s full name, function/title, telephone and email address:

8.       Currency of transaction

9.       Terms of payment (e.g. 30 days after receipt of invoice) immediate

10. Banking details