

VENDOR APPLICATION FORM

Vendor Account Number:				Company Code(s):			
VENDOR INFORMATION							
Registered Name:							
Trading Name:							
Physical Address:							
Postal Address:							
Phone:		E-mail:				Fax:	
City:			Province:			Postal Code:	
Contact Person:			Phone:			Cellular:	
BANK AND TAX DETAIL							
Name of Bank:							
Branch Name / Number:							
Bank Account Number:							
VAT Registration Number:							
Tax Clearance Certificate Number:							
Tax Clearance Certificate Approved Date:							
Tax Clearance Certificate Expiry Date:							
B-BBEE DETAIL							
B-BBEE Certificate Number:							
B-BBEE Certificate Verification Date:				B-BBEE Certificate Expiry Date:			
Applicable Scorecard: <small>(Tick Applicable Box)</small>		Exempted Micro Enterprise (EME):		Qualifying Small Enterprise(QSE):		General/Large Supplier (GEN):	
B-BBEE Status Level:				Enterprise Development: Yes / No			
B-BBEE Value Adding : Yes / No				% Black Ownership:			
% Black Women Ownership:				% Black People with Disabilities:			
Since when has the enterprise been in operation – Months / Years:							
What is your company's annual turnover (previous financial year):							
Duly Authorised to sign for and behalf of the Enterprise / Organisation:							

Name:	Phone:	Date:
Signature of applicant:		
Designation / Capacity:		

DOCUMENTATION REQUIRED	Attached
Cancelled Cheque / Stamped Bank Confirmation Letter not older than one year	
Latest Valid certified B-BBEE Certificate /affidavit	
Latest Valid SARS GOODSTANDING LETTER / SARS pin on official SARS documentation :	
CSD Registration Report indicating Tax Compliance as well as successful verification of banking details. The banking details on supporting documents must match the banking details verified on CSD report.	
Certified copies of the following documents: Company registration document, ID copies of shareholders/directors as well as share certificates where applicable	

For Internal Use Only:			
Checklist:		Yes	No
Certified Company Registration documents:			
Certified Copies of identity documents of shareholders:			
Certified Shareholders' Certificates:			
Cancelled Cheque / Stamped Bank Confirmation Letter:			
Latest Valid B-BBEE Certificate:			
Latest Valid SARS good standing letter:			
Contracted Supplier: If yes, attach copy of contract If no, attach GSM Approval Schedule			
CSD Registration Report indicating Tax Compliance as well as successful verification of banking details. Banking details to match details on supporting documents.			
SAP Control Account Checked:			
Payment Terms:	Negotiated Contracted Terms	GSM Approval Schedule	B-BBEE: QSE / EME (15 days from invoice)

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Signoff:		
Requester Name:	Date:	Signature:
Comment:		
Name: GSM: Manager	Date:	Signature:
Comment:		
Name: Happy Zwane GSM: Admin Coordinator (SAP)	Date:	Signature:
Comment:		
Name: <u>Tricia Ally</u> Vendor Master Authoriser: Finance Manager Accounts Payable	Date:	Signature:
Comment:		