

UNITED REFINERIES LIMITED

VENDOR REGISTRATION FORM YEAR 2019

Vendor Name: _____ trading as (if applicable) _____

Physical Address: _____

Contact Name: _____ **Position:** _____

Contact #s: _____ **Email:** _____

Category of material to be supplied: _____

Material Name: _____ **Pack sizes:** _____

Supply Capacity: _____ **Payment terms:** _____

Delivery/Lead Time from date of order:

1. Is your **company certified** to any recognized quality standard/system/product mark certification? **(YES/NO)**

If YES; please state system/standard name _____

If **NO**; briefly describe below how quality of the material, you intend to supply is checked and confirmed before it is dispatched to customers.

2. As a potential supplier, **United refineries may request to visit your premises** at a scheduled time to liaise with you on product supply, product specifications and quality, **vendor auditing** etc. **Would you allow for such an arrangement as and when it may be requested? (Yes/No)**

3. Please list **three (3) of your major customer references**

i. Company Name: _____
 Contact Person: _____
 Contact details: _____

ii. Company Name: _____
 Contact Person: _____
 Contact details: _____

iii. Company Name: _____
 Contact Person: _____
 Contact details: _____

I _____ confirm that the information I have submitted above is correct and true.

Terms and Conditions

- United Refineries, may request you to submit a sample for their analysis as part of evaluation of this registration process.
- A registered supplier of United Refineries Limited is a preferred supplier for the materials that United Refineries Limited may need; an opportunity to know United Refineries specifications and quality requirements for the materials is openly shared, building good supplier – customer relations.
- Enquiries to supply will be made to registered suppliers for materials as and when needed; purchasing terms and conditions will still apply for order raising.
- Confirmation of registration will be sent back to Vendor's email address.

Attach the following on submission of the registration form

- i. Certificate of Incorporation
- ii. VAT certificate
- iii. Product Specification Sheet
- iv. Material Safety Data Sheet