

	Finance & Accounts
	<i>Vendor Profile</i>

Preliminary Instructions for Vendor Profiles and Updation:

1. The vendor profile (please refer next page) form should be printed on letter head of the vendor and signed by the authorized signatory on behalf of the vendor.
2. Any request for a change in the form has to be submitted in the same format and duly signed by the vendor/authorized signatory.
3. Once the vendor submits the same to branch, branch/ location head to sign and date the same and forward to Accounts Payable Department, GBP, Gurgaon to the attention of Mr. Neeraj Bhatia. The same should be treated as confirmed unless HO Payable team reverts otherwise.
4. All the vendor profiles should be filed alphabetic in the Head Office and serially numbered for control and future verification purposes.

Finance & Accounts

Vendor Profile

VENDOR PROFILE

PLEASE COMPLETE THE INFORMATION REQUESTED BELOW:

Company Name :

Database Code:

Account Code:

FIRM NAME:

ADDRESS:

CITY: Jammu

STATE:

PIN:

PHONE #:

PAN NO

FAX #:

Goods & Service Tax No.:
(For each State)

VAT Registration number(s)
(For each State)

LEGAL STATUS: *X Individual Partnership Pvt Ltd Ltd / Govt
(tick any one of the four above)

SSI NON-SSI
(tick any one of the two)

NORMAL CREDIT PERIOD

CONTACT PERSON:

CONTACT PHONE:

E-MAIL ADDRESS:

PAYMENTS TO BE MAILED TO (if different than above):

NAME:

STATE:

PIN:

BANK DETAILS

NAME:

MICR CODE
(BANK SORTING CODE)

BANK ACCOUNT NO

ADDRESS:

SWIFT Code/ IFS Code :

CITY:

STATE:

PIN:

Authorized Signatory

Name:

Designation:

Date:

NOTE:-

FOR THE MICR CODE (BANK SORTING CODE) WE HAVE LINKED THE COPY OF THE VOID CHEQUE FOR YOUR REFERENCE, THE MICR CODE IS THE 9 DIGIT NUMERIC CODES NEXT TO THE CHEQUE NUMBER.

Documents required:

1. Goods & Service Tax No.
2. Copy of PAN No.
3. Copy of VAT
Registration
4. Address proof (like
phone bill, electricity
bill, etc)
5. Blank cancelled
cheque