

Vendor Information Form

General Information:

Business Name:	Trade Name (As per Invoice) :		
Postal Address, City & Code:			
Physical Address:			
Contact information:	Landline No:	Mobile No:	Fax No:
Company Email / Website			
Contact Person:		Alternative Contact Person:	
Contact Person phone: (if different from business)		Alternative Contact Person Phone No:	
Contact Person e-mail (if different from business)		Alternative Contact Person e-mail:	

Business Profile:

Business registration No: (Service Tax) :	PIN No. PAN :	VAT No.
Town where main office is based:	Branches if any:	
Years in Business:		
Publicly or privately owned company:	Names of Main directors if privately owned:	
MSME registration under Micro, Small and Medium Enterprise Development Act, 2006	Yes/No-	If Yes, MSME Number
Primary services / products offered: Beneficiary Name as per Bank :		
Name of Bank:	Bank branch:	
Bank Account No.	Bank Account No. Currency	Bank Branch code No: IFSC :

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Vendors Conflict of Interest Statement

I/We,hereby certify that:
(Name of Vendor)

- a) I/We will not offer, promise or provide to any Jhpiego employee or family member a bribe, favor, cash, gratuity, entertainment or anything of value to obtain favorable treatment, business or contract from Jhpiego. I/We also understand that Jhpiego employees are similarly prohibited from soliciting such favors from vendors.

Any gifts provided by vendors will be addressed to Jhpiego and benefit shared among all staff members or at the discretion of the Country Director or his designee.

- b) I/We will not enter into a financial or any other relationship with a Jhpiego employee that creates any actual or potential conflict of interest for Jhpiego. I understand that a conflict of interest arises when the material personal interests of the Jhpiego employee are inconsistent with the responsibilities of his/her position with Jhpiego. All such conflicts must be disclosed and corrected.

- c) I/We will declare the name of any relative or friend holding a management position such as director, officer or employee working with Jhpiego.

Name: _____

Sign: _____

Title: _____

Date: _____

Kindly attach copies of the Registration documents, Pin certificate, VAT certificate, Business card if any.

For finance and administrative use only

Has a sentinel check for the vendor been done: Yes ☐ No ☐

If No give reason _____

Vendor addition
requested by: _____

Sign: _____

Date: _____

Vendor addition
approved by: _____

Sign: _____

Date: _____

ADDENDUM TO VENDOR INFORMATION FORM

This addendum supplements the Jhpiego Vendor Information Form

Vendors Commitment to Refund VAT Funds to Jhpiego

I/We, hereby certify that:

(Name of Vendor)

I/We understand that Jhpiego will pay my/our invoice(s) inclusive of VAT and apply for a waiver of the VAT by submitting a DA1 form to the Commissioner of Value Added Tax. On receipt of the duly approved DA1 form, I/We undertake to refund the relevant VAT amount to Jhpiego and/or allow Jhpiego to offset the VAT amount against any pending invoices and/or payments due to us.

Name: Sign: _____

Title: Date: