



R&D Engineers

R & D Engineers
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QUALITY SYSTEM FORMS & FORMATS Q.S.F - 7.4.01 VOL.3

SUPPLIER REGISTRATION & SELECTION FORM				
General Introduction				
1.1	Name of the company:			
	Address 1:			
	Address 2:			
	Address 3:			
	City:			
	Country:			
	PIN:			
	Contact Person (1):	Designation		
	Contact Person (2):	Designation		
1.2	Phone No:		Extension	
	Mobile:			
	Residence:			
	Fax:			
	E-Mail:			
1.3	Who introduced / recommended:			
1.4	Specification of Material/Agencies/Manufacturers:			
	Category	Company	Brand	Short Description of Products
	a)			
	b)			
	c)			
1.5	Average lead time for supply:			

1.6	How old is the establishment (No. of Years in Business):	
1.7	Certification: ISI /ISO 9000 etc. Attach supporting documents:	
1.8	Client Reference list to be attached	
1.9	Credit /Payments /Delivery Terms:	
For Office Internal Use: Supplier Selection		
2.1	Appraisal method	
	1. Sample(s) testing	
	2. Past Performance	
	3. Experience of other known users	
	4. Well known brand / trail order	
2.2	Recommendation by:	
	In-charge (Purchase)	Partner
*	Attach Additional Sheets wherever necessary.	