

## Supplier Registration Form

**Prior to onboarding any supplier, registering them on our database, and issuing a contract or order, this form must be completed.**

Date: \_\_\_\_\_

**Section I.** This section is to be completed by the Supplier.

Information Required		Details
1.	Full company name (as it would appear on an invoice)	
2.	Any other names they may use as a legal entity	
3.	Full physical address:	
	• Street	
	• House Number	
	• ZIP/Postal Code (where applicable)	
	• Country	
	• Region (where applicable)	
4.	Company telephone number	
5.	Company email address	
6.	Company website	
7.	Contact person:	
	• Full name	
	• Function/title	
	• Telephone	
	• Email address	
8.	Bank account details:	
	• Account Name	
	• Account Number	
	• Sort Code	
	• Bank Name	
	• IBAN	
	• SWIFT/BIC	
	• <i>Attach proof of bank account details</i>	
9.	Payment Terms	Standard payment terms are 30 days after the invoice date, unless otherwise contractually agreed.
10.	Currency	
11.	Tax ID – applicable for supplies based in the US only	
12.	INCOTERMS (where applicable)	

Date & signature :



**FOR INTERNAL USE ONLY**

**Section 2.** This section must be completed by the Plan International Global Hub Purchaser who is handling the procurement transaction with the supplier named in Section I.

As a minimum all suppliers must be evaluated against the following criteria:

Criteria	Yes or No	Comments
1. Is the supplier operating out of premises?		
2. Has the address, contact name and telephone number been verified?		
3. Is the Supplier registered, legal and legitimate in the country?		
4. Does the Supplier produce receipts with a stamp/headed paper identifying the company?		
5. Does the Supplier have a good reputation/standing (no police/government/other agency issues)?		
6. Has the Supplier screening been completed?		Case ID:
7. Has the Supplier agreed and signed the Non-Staff Code of Conduct?		
8. As per the Non-Staff Code of Conduct (7) above, if the Supplier has direct involvement with children and/or young people please confirm they have read and signed the "Global Safeguarding Policy".		
9. Proof of bank account details have been received		
10. For any US based supplier, confirm that the supplier has completed 1099/W9 form: <a href="https://www.irs.gov/pub/irs-pdf/fw9.pdf">https://www.irs.gov/pub/irs-pdf/fw9.pdf</a>		
<b>If there are any risks identified under Criteria 1-8 above, please add the details below:</b>		

Purchasers Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_