



## Vendor Information Form

SUPPLIER PROFILE (To be filled by Supplier)				
<b>*Supplier Name</b>				
<b>*Key Contact Person</b>				<b>*Contact Number-</b>
<b>*Address</b>				
<b>*City</b>		<b>*Pin code</b>	<b>*State &amp; Country</b>	
<b>*Tel Nos</b>		<b>*Fax</b>		
<b>Mobile Nos.</b>				
<b>*E-mail Ids:</b>			<b>Website</b>	
<b>Cities of Operations</b>				
<b>*Nature of Business: ( Trading / Manufacturing / Importers / Specify if any other )</b>			<b>Cargo Courier</b>	
<b>*Nature of Company : ( Prop / Partnership / Pvt. Ltd / Public Limited )</b>			<b>Pvt. Ltd.</b>	
<b>Main area of activity and major products manufactured/traded</b>				
<b>Clarity on company(Tick one whichever applicable)</b>		Company <input type="checkbox"/> Person <input type="checkbox"/> Hindu Undivided family(HUF) <input type="checkbox"/> Firm <input type="checkbox"/> Association of persons(AOP) <input type="checkbox"/> Body of Individuals(BOI) <input type="checkbox"/> Local Authority <input type="checkbox"/> Artificial Juridical Person <input type="checkbox"/> Govt <input type="checkbox"/> Trust <input type="checkbox"/>		
<b>*Description of Items / Services intended for SPICEJET</b>				
<b>Year of Inc./ in business since:</b>				
Regulatory requirement				
<b>*Registered under Micro, Small and Medium Enterprises (MSMED) Development Act, 2006 (if applicable provide registration Number)</b>		Applicability	YES	NO
		Registration No.		

# SpiceXpress

<b>*TIN Number</b> <i>(if applicable attach copy of TIN Number)</i>		<b>*Service Tax Number</b> <i>(if applicable attach copy of Service Tax Number)</i>	
<b>*PAN Number (10 characters)</b> <i>(if applicable attach copy of PAN Card)</i>		<b>*Excise Number</b> <i>(if applicable attach copy of Excise Number)</i>	
<b>Banking details mandatory for Electronic Transfer</b>			
<b>*Bank Name</b>		<b>*Bank Account Number:</b>	
<b>* MICR Code (9 digits)</b>		<b>* IFSC Code</b>	
<i>** Attach cancelled cheque &amp; NEFT form.</i>			

KEY CUSTOMERS			
Name	Location	Annual Business	Goods/Services Provided

COMMERCIAL DETAILS	
<b>*Payment / Cheque required in Favor Of- Payee details</b>	
<b>* Payee Address</b>	
<b>Default Credit Period (days)</b>	
<i>** If payee's name is different, please specify the reason for same.</i>	

## Key Contact Details

Sl. No.	Name of	Contact Number	Email Id.
1.	C.E.O./M.D/Chairman/ Proprietor		
2.	Sales Head		
3.	*SPICEJET Relationship Manager		

## Declaration

All information/s provided above is/are true to the best of my knowledge and belief.

Signature :

Name of the Declarant :

Designation in Organisation :

Date of Completion

# SpiceXpress

***\*Mandatory Field to be completed.***

---

**Procurement Unit :**

a. ***Select Applicable*** : **Add Supplier / Amend Supplier / Delete Supplier**

b. VIF Number : \_\_\_\_\_

c. Approved / Not Approved for Registration

d. Estimated Annual Purchase (Quantity & Value) : \_\_\_\_\_

e. Remarks : \_\_\_\_\_

Signature

**Finance / IT :**

a. Vendor Registered / Not Registered

b. Vendor Code Assigned:

a. Vendor Code \_\_\_\_\_

b. SAP Code \_\_\_\_\_

c. Remarks : \_\_\_\_\_

Signature