



"Leaders in Construction"

**BUYING/ PROCUREMENT
SUPPLIER REGISTRATION FORM**

The Inyatsi Construction Purchasing procedure aims at setting up a Database of suppliers particularly successful and reliable, able to supply technically compliant and competitive products and services.

In order to ensure Quality of purchased material and services in accordance with ISO 9001-2008, we need assurance of the adequacy of the controls exercised by our suppliers. To this end, we are requesting your assistance in completing this registration form which will be used for our suppliers' quality records.

The completion of this registration form will form part of our Approved Suppliers List.

Please complete and fax to the relevant office:

- Swaziland: (00268) 2508 1802
- South Africa: (0027) 086 605 7614 / 011 977 4630
- Mozambique: (00258) 2421 7669
- Zambia: (00260) 0211 257 595

1. COMPANY DETAILS

Company Name: _____
Full Street Address: _____
_____ **Area Code** _____
Postal Address _____
_____ **Post Code** _____
Phone Number: _____ **Fax Number:** _____
Company Registration No. _____ **VAT Registration No.** _____

*** Please attach a copy of your current and previous year Tax Clearance Certificate.**

2. TYPE OF BUSINESS

Distributor Manufacturer Wholesale Other

Description: _____

Please list below the major customers you have supplied to in the past 12 months:

1. _____
2. _____
3. _____



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3. CERTIFICATION DETAILS

Does your company have a certified Quality System that complies with ISO 9001? Yes No N/A

If yes, please send a copy with this completed form.

Certification Date: _____

4. COMPANIES WITHOUT A QUALITY CONTROL SYSTEM

If there is no formal quality system in place, please supply details of your control system, which would provide us with assurance that we would receive only conforming products:

Has your company formulated a quality policy? Yes No N/A

Does your company have an organisational chart? Yes No N/A

Does your company utilise active project management Yes No N/A

Has your company established goals for customer satisfaction? Yes No N/A

Is customer satisfaction measured or evaluated? Yes No N/A

Does your company perform systematic assessments of its suppliers? Yes No N/A

Are defined product descriptions and/or work procedures available? Yes No N/A

Is a systematic improvement process activated if a delivered product or work component does not meet requirements? Yes No N/A

Does the company have an environment, health and safety policy? Yes No N/A

If yes, please send documentation. Please send a copy of the quality policy together with the organisational chart if this documentation is available. (In the event of many documents, please combine and send together).

Is there a specific employee responsible for quality issues? Yes No N/A

Name: _____ Position: _____

Completed By: _____
(Print Name) (Signature)

Job Title: _____ Date: _____



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Subcontractors are encouraged to send us a company profile. Please contact the relevant office for a delivery address.

- Swaziland: (00268) 2508 1800
- South Africa: (0027) 011 977 4600
- Mozambique: (00258) 2138 0830
- Zambia: (00260) 0211 257 593/4