

NEW VENDOR CODE CREATION / CHANGE FORM FOR SUPPLIER		
		Rev 7 – 02.03.2017
		* - are mandatory
		*Paste Passport Size Photo (Vendor)
1*	Type of Vendor In case of SME attach copy of SME certificate	SME / NON SME- Tick whichever is applicable
2*	NAME OF COMPANY / FIRM OF THE CONTRACTOR	
3	PERIOD OF CONTRACT / BUSINESS WITH WHEELS INDIA LIMITED	
4*	PERMANENT ADDRESS	
	House no	
	Street 1	
	Street 2	
	Street 3	
	District	
	City	
	State	
	Pin code	
	Country	
5	PRESENT ADDRESS (Fill up only if different from Sl.No 4)	
6	Telephone Number	
7	Mobile Number	
8	FAX Number	
9	E MAIL	
10*	GST Registration Number	
11*	Attach Copy of GST certificate	
12*	Have you Registered with Excise If yes give the following details for sl.no 13 to 18	YES / NO
13	ECC NUMBER	
14	EXCISE REGISTRATION NUMBER	
15	EXCISE RANGE	
16	EXCISE DIVISION	
17	EXCISE COMMISSIONERATE	
18	Attach copy of Excise Registration	
19*	CST Registration Number	
20*	Attach Copy of CST certificate	
21*	Local GST REGN NO (TIN No.)	
22*	Attach Copy of TIN certificate	
23*	PAN NO	
24*	Attach copy of PAN card If Limited company PAN card should be in the name of the company In case of Proprietorship concern Pan card should be in the name of Individual	
25	SERVICE TAX REGISTRATION NO	
26	Clearance obtained from Pollution control Board	
27*	TYPE OF VENDOR (Manufacturer / First stage dealer / Second stage dealer)	
28	PF Code / Number	
29	ESI Code / number	

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30	NO. OF EMPLOYEES ENGAGED	
31	NATURE OF JOB	
32	WHERE ARE THEY WORKING ?	
33*	CONSTITUTION - LIMITED COMPANY / PARTNERSHIP / PROPRIETORSHIP	
34*	IF PARTNERSHIP CONCERN WHETHER REGISTERED / NOT REGISTERED	
35	Small Scale Industry Registration Number, if any	
36*	If PARTNERSHIP / PROPRIETORSHIP CONCERN, State their Names	
	a	
	b	
	c	
37*	Is Director/Partner/Proprietor belonging to listed SC/ST category. If so pl. specify. This information is sought as Wheels India has adopted the Confederation of Indian Industry (CII) Code of Conduct for Affirmative Action, to encourage SC/ST suppliers for entrepreneurial development	
38*	WHETHER ANY EMPLOYEE OF WHEELS INDIA LIMITED IS RELATED TO ANY PARTNER / DIRECTOR / PROPRIETOR IF SO , PLEASE PROVIDE NAME AND TOKEN NUMBER OF THE EMPLOYEE. EXPLAIN RELATIONSHIP WITH THE EMPLOYEE.	YES / NO
39*	NAME OF THE PERSON WHO WILL BE DEALING WITH WHEELS INDIA LIMITED FOR TECHNICAL SUPPORT , QUOTATION,DELIVERY NOTE IF ANY AND BILLING.	
I / We declare that the data furnished above is true and correct to the best of my / our knowledge. Should there be any change in the details mentioned above I / We take responsibility in providing information in writing to Wheels India immediately		
	Name 1: _____ Signature 1: _____	
	Name 2: _____ Signature 2: _____	
	Name 3: _____ Signature 3: _____	
COMPANY SEAL WITH DATE		
FOR WHEELS INDIA USE ONLY		
DETAIL TO BE PROVIDED BY ACCOUNTS DEPT		
40*	Reconciliation account (Tick whichever is applicable)	103000 / 103001
41*	Payment method (eg. Cheque, Bank transfer or bill of exchange)	
DETAIL TO BE PROVIDED BY PURCHASE		
42	Payment terms (45 days will be created as default if not specified)	
DETAIL TO BE PROVIDED BY USER		
43	Pl. enclose copy of Excise Registration	
44	Whether the party belongs to SME? If it is so, pl. provide SME certificate copy.	
45	Pl. enclose Copy of CST certificate	
46	Pl. enclose Copy of TIN certificate	
47	Please enclose PAN card copy If Limited company PAN card should be in the name of the company In case of Proprietorship concern Pan card should be in the name of Individual	
Indenting Dept HOD / HR Dept / Accounts Dept / Purchase Dept		