

**AfriSam (South Africa) (Pty) Ltd**

**Approval Form for Listing New Vendor**

<b>ROUTING:</b>	Procurement Manager	Dept Head	Eng Manager	Admin Manager	General/Works Manager	Compliance Manager	Procure Admin
<b>SIGNATURE:</b>							
<b>DATE:</b>							

<b>SECTION 1</b>			
<b>Supplier Address and Contact Details</b> <span style="color: red; font-weight: normal;">(Please Attached Company Letter Head)</span>			
<b>Registered Name</b> <span style="color: red; font-weight: normal;">(Supporting Document)</span>			
<b>Business Registration Number</b>			
<b>Trading Name of Business</b> Or Bank Name if different			
<b>Street Address</b>			
<b>Postal Code</b>			
<b>Postal Address</b>			
<b>Postal Code</b>			
<b>District</b> (JHB, PTA, Kimberley)			
<b>Province</b>			
<b>Country</b>			
<b>Orders: Contact Person</b>			
Telephone Number	Area Code		
Fax Number	Area Code		
E-mail Address			
<b>Accounts: Contact Person</b>			
Telephone Number	Area Code		
Fax Number	Area Code		
E-mail Address			
<b>VAT Registration Number</b>			
<span style="color: red; font-weight: normal;">Please attached VAT exemption form if not registered for VAT</span>			
<span style="color: red; font-weight: normal;">In case of sole proprietor please furnish identity number, copy of identity documents and income tax reference number</span>			

State any connection / vested interest of your directors/owners/partners with AfriSam (South Africa) (Pty) Ltd. Please disclose whether any directors/owners/partners are ex-employees South Africa staff only Comments. (Conflict of Interest).			
<b>NO :</b>		<b>YES:</b>	If Yes was marked , please give more information:

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Type of Business (Please tick)			
Services	<input checked="" type="checkbox"/>	Goods	<input checked="" type="checkbox"/>
Transporter – Cement		Manufacturer	
Transporter – LOD		Distributor	
An Agent			
Consultant			
Contractor		CSR Vendor / Non Profit Organisation	
Training			
Non Profit Organisation		Other (Please Specify)	
3 <sup>rd</sup> Party Labour			

Payment Information To Be Completed By Supplier	
We (the vendor) request that you pay us electronically, using the correct information below:	
(Kindly print in BLOCK CAPITALS) and please attach a cancelled cheque or Banking Letter.	
Name of Account Holder	
Banking Institutions Name	
Bank Branch (Name)	
Branch Number (First Six Digits Only)	
Bank Account Number	
Account Type (Current/Savings/Transmission/Bond/Subscription)	
May AfriSam South Africa fax Remittance Advice? (Yes/No)	

Payment Terms	
AfriSam (South Africa)(Pty) Ltd standard payment terms are strictly 30 Days from end of month of invoice date.	
*	Payment Terms (days)
*	Settlement Discount (%)
*	Trade Discount (%)

- If not completed, AfriSam South Africa Standard Terms will apply.

 May we do an ITC vendor credit check?      YES       NO 
**Authorised Representative Signatory of Company:**

Name:	Designation:
Signature:	Date:

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Client References where serves / goods were delivered/ provided.			
Company's Name	Contact Person	Address	Tel. Number
<b>Remarks:</b>			

Office Use Only : Comments (Procurement Manager / Requestor) <b>Compulsory</b>
<b>Is there an existing vendor of the goods/services? If yes, why do you need this new vendor?</b>
<b>Previous vendor to be blocked:</b>

Office Use Only : Authorisation – AfriSam (South Africa) (Pty) Ltd			
Compulsory Authorisation:	Abbreviation	Signature	Date
* Buyer / Requested by:			
* <u>Approved by:</u> Procurement Manager			
<b>And At Least one of the following:</b>			
Engineering Manager			
Admin Manager			
General Manager			
Head of Department			
* Procurement Compliance Manager / Supply Chain Manager			
* Compulsory FIELDS must be completed			
Vendor Created By: (To be completed by Procurement Administration Only)			
<b>Name:</b>		<b>Date:</b>	
<b>Originator Notified:</b>	YES	NO	<b>Date:</b>
<b>Search Term Allocated</b>			
<b>SAP Vendor No.</b>		<b>Company Code</b>	
<b>Purchasing Organisation</b>		<b>Account Group</b>	
<b>High Value / High Risk</b>		<b>High Value / Low Risk</b>	
<b>Low Value / High Risk</b>		<b>Low Value / Low Risk</b>	

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**SECTION 2: PREFERENTIAL PROCUREMENT INFORMATION**

AfriSam (South Africa) (Pty) Ltd vendor database is managed centrally by the Shared Service Centre (SSC).

This shared database is being populated to enable the effective implementation of the Preferential Procurement Policies of the above organisation. These policies are in line with the Preferential Procurement Policy Framework Act (PPFA) no. 5 of 2000, and the National Government Regulations pertaining to that Act. In Terms of this Act, preferences are given to Broad Based Black Economic Empowerment (BBBEE) shareholders who are actively involved in the daily operations and management of an organisation, defined according the Preferential Procurement Regulations, 2001, as “an activity inclusive of control and performed on a daily basis.”

“In this Act, unless the context indicates otherwise-

Black people is a generic term which means Africans, Coloureds and Indians;

Broad-based black economic empowerment – means the economic empowerment of all black people including women, workers, youth people with disabilities and people living in rural area through diverse but integrated socio-economic strategies that include, but are not limited to-

- (a) Increasing the number of black people that manage, own and control enterprises and productive assets’
- (b) Facilitating ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises;
- (c) Human resources and skills development;
- (d) Achieving equitable representation in all occupational categories and levels in the workforce;
- (e) Preferential procurement; and
- (f) Investment in enterprises that are owned or managed by black people;”

Please attach a copy of your accreditation scorecard or shareholding certificate (if applicable). All companies exempted from accreditation need to submit an auditors or letter from the company’s accountant stating the company’s classification:

Please indicate your companies approximate ANNUAL turnover					
Less than R 5 million (EME)		Between R5 – R35 million (QSE)		Greater than R35 million	

Less than 5 Million turn over: Automatic exemption

Auditors/Accountant letter attached:

 Yes

 No

Self assessments not acceptable.

More than 5 Million but less than 35 Million:

Accreditation Scorecard attached:

 Yes

 No

More than 35 Million classification as a large enterprise:

Accreditation done and scorecard attached:

 Yes

 No

Please attached any other documents to specify the company’s BEE/BBBEE status.

E.g. Company own letter stipulating the way forward with the company’s intention to address BBE/BBBEE.

INDICATING OUR BBBEE LEVEL			
Level 1	Level 2	Level 3	Level 4
Level 5	Level 6	Level 7	Level 8
Non Compliance			

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**SECTION 3: OFFICE USE ONLY**

**A: Facility Inspection:**

<b>1.</b>	<b>VENDOR DETAIL</b>			
	Vendor Name (in full)			
	Street Address			
<b>2.</b>	<b>Authorisation</b>	<b>Abbreviation</b>	<b>Signature</b>	<b>Date</b>
	Physical Inspection carried out by:			

**B: Mandatory Compliance Information on Vendor:**

<b>3.</b>	<b>VENDOR FACILITY INFORMATION</b>		
		<b>Yes</b>	<b>No</b>
	SABS listed company?		
	If yes, certificate number		
	COIDA – Number		
	ISO Standards : 9000 / 14000 / 18000		
	Letter of Good Standing	Compensation Fund	
	SARS	Tax clearance Certificate-Good Standing	

<b>4.</b>	<b>GENERAL INFORMATION</b>					
		<b>N/A</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
	Research facilities					
	Capacity in relation to our demand					
	Technical Services and back up					
	Geographical location					
	Safety standards/Induction Contractors pack ISO18000					
	Stock holding					
	Delivery available					
	Environmental Compliance : ISO 14000					

	<b>YES:</b>			<b>NO:</b>
High Value / High Risk				
High Value / Low Risk				
Low Value / High Risk				
Low Value / Low Risk				
Recommendation of Vendor				

<b>5.</b>	<b>Authorisation</b>	<b>Abbreviation</b>	<b>Signature</b>	<b>Date</b>
	Engineer /Technical / Admin Person			
	Procurement Manager			