



Format for Vendor Code Creation in SAP
VENDOR'S GENERAL INFORMATION

1.1	Vendor Organization Name*	
1.2	Number of Years in Operation	
1.3	Complete Office Address*	Street2: _____ Street3: _____ Street : _____ City: _____ District: _____ PIN: _____ State: _____ Country: _____
1.4	Telephone Number*	(Country code) – (Area code) – (Telephone number)
1.5	Mobile Number, if any	
1.6	E-mail address*	
1.7	Website	
1.8	Fax Number	(Country code) – (Area code) – (Telephone number)
1.9	Type of Business/Industry	
1.10	ISO Certification, if any	
1.11	Whether Supplier / Manufacturer / Dealer / Trader / Service Provider	
1.12	Types of material / service provided	
1.13	Bank's Name*	
1.14	Bank's Branch*	
1.15	Branch address*	
1.16	IFSC Code*	
1.17	Bank account number*	
1.18	Account type*	



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1.19	Payment/bidding currency*	
1.20	Type of Firm: Proprietorship / Partnership / Private Ltd. / Public Ltd. / LLP / others*	
1.21	Names of all Directors / Proprietors / Partners	
1.22	LST No.	
1.23	CST No.	
1.24	PAN No.*	
1.25	GST No.*	
1.26	If unregistered, specify with reason	a. Turnover threshold b. Providing exempted goods/services c. Others (specify):
1.27	MSME category, if applicable*	
1.28	Reconciliation Account	
1.29	Vendor Account Grp	<input type="checkbox"/> ZV01- Domestic <input type="checkbox"/> ZV02 – Domestic Gas <input type="checkbox"/> ZV03 - Foreign <input type="checkbox"/> ZV04 – Foreign Gas <input type="checkbox"/> ZV06 – FI Vendors (Statutory) <input type="checkbox"/> ZV07 – FI vendors Others
1.30	Withholding Tax Type & code	
1.31	Purchasing org	<input type="checkbox"/> 1000 – AGP CGD <input type="checkbox"/> 2000-AGP City GAS

Requested by	Reviewed by	Authorize by HOD
Name:	Name:	Name:
Sign:	Sign:	Sign:
Dept:	Dept:	Dept:

Internal use only:

Request Received	Code created by	Code Confirmed by
Date:	Name: Date:	Name: Date



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Note:

Fields marked * are mandatory.

Vendor has to submit supporting documents for the above details including the following:

- a. PAN card copy
- b. GST certificate copy (of the same state as the office address mentioned above)
- c. Cancelled cheque of the bank account mentioned above or its copy
- d. In case of NSIC / MSME registered vendor, copy of registration certificate

All the attached documents along with all pages of this form must be signed by the person requesting the code creation.

- e. Declaration under Anti-Bribery and Anti-Corruption Policy of AG&P for Third Party (TP).

Declaration under Anti-Bribery and Anti-Corruption Policy

Adherence to laws and ethics in business conduct is one of the solid bases that ensure the long-term and sound relationship between TPs and AG&P. In order to maintain good business order, act ethically and with integrity, avoid commercial bribery and unfair competition, I solemnly promise to the Company as a TP that:

1. TP shall comply with all state and local laws, regulations, and generally accepted business ethics, keep honest and trustworthy in all business activities. TP shall comply with AG&P policies and recognize AG&P unilateral right to file and interpret all concerned documents.
2. TP shall strictly comply with all applicable anti-bribery and anti-corruption laws including but not limited to Foreign Corrupt Practice Act (FCPA), United Kingdom Bribery Act (UKBA), Prevention of Corruption Act, and fulfil all obligations related to anti-bribery and anti-corruption.
3. TP shall not be involved in any act prohibited by Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
4. TP shall immediately communicate any direct or indirect relationship with Political party or with Government official or Organization to AG&P.
5. TP shall not give any political contribution without an intimation to AG&P.
6. TP shall not give expensive gifts or pay expenditures of political or government exposed person without intimation to AG&P.
7. TP shall have read the code of conduct and other applicable policies of AG&P relating to such relationship.
8. TP should never provide or promise to provide any AG&P employee or his/her family members with gifts, loans, entertainment, or anything of value to obtain favorable treatment from AG&P. Whenever encounter AG&P employee extorting bribes or improper benefit, TP shall report to AG&P immediately and provide relevant evidence.
9. To avoid conflict of interests, AG&P employee should not have a financial interest in any organization with which AG&P does business or competes. Whenever AG&P employee or his/her immediate family work for such TP, or act as an employee of, consultant to or board member of such TP, the TP shall report to AG&P immediately.
10. TP shall comply with all applicable antitrust and competition laws. TP shall avoid fixing prices, rigging bids, allocating customers or markets with AG&P competitors, or exchanging current, recent, or future price information with AG&P competitors.
11. TP shall ensure that all information and data submitted to AG&P are true, legal, and effective, include but not limited to complete and accurate purchased orders, sales reports, special bid requests, rebates, reimbursement requests. TP shall actively cooperate with AG&P audit and not conceal anything that might negatively affect the interests of AG&P.



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- 12. TP shall ensure to co-operate with third party audit and to provide relevant data as and when asked by the AG&P or by such independent third party.
- 13. TP shall ensure to provide relevant information or documents required by AG&P or appointed third party for background verification of Organisation or TPs.
- 14. TP shall ensure to attend and complete all the training provided in house or through engagement of third party or through any other mean or mode during the contractual relationship with the AG&P.
- 15. TP shall ensure to implement appropriate cybersecurity safeguards and business continuity plan during the contract period and subsequently up to next 7years to safeguard AG&P related data or information under the possession of such TP.
- 16. TP shall ensure to promptly notify AG&P relating to any significant or material data breach in the network security to safeguard the interest of AG&P.
- 17. TP shall ensure that all statements and representations its employees made to clients are accurate, complete, and truthful, within the authorized commitments of AG&P.
- 18. TP shall maintain the confidentiality of AG&P and client confidential information and other proprietary information. If a TP is aware of material, non-public information relating to AG&P or its business, the TP is not allowed to seek improper benefit or engage in any other action to take advantage of that information, including passing that information on to others without the prior written permission of AG&P.
- 19. TP shall respect and protect the reputation of AG&P brand and intellectual property. TP is not allowed to sell unauthorized products or services by using AG&P name, logo, trademark, or brand.
- 20. In accordance with its agreement with AG&P, TP has full responsibility to ensure that any subcontractor or agent employed by it shall comply with local laws, act ethically and with integrity, and in accordance with AG&P Code of Conduct for TP and otherwise mentioned in this document.
- 21. In case of any update in the KYC documents and queries relating thereof, the TP shall immediately inform and submit the relevant document to AG&P.
- 22. AG&P has the right to supervise TP during implementing above commitment, and any violation may lead to disqualification of TP and it has also the right to claim compensation, if any loss is suffered by AG&P.

Signature: _____ Date: _____

Name and Position: _____

Seller/Supplier/Vendor: _____