



# مجموعة الهناء التجارية AL Hana Trading Group

## Vendor Registration Form

NOTE: To submit this form, kindly fill all the fields and send it to [info@alhana.com.sa](mailto:info@alhana.com.sa).

### Vendor Information

Company Name	
Address	
City, State, Country, Code, etc.	
Tel No.(main)	
Website	
Hours of Operation	

### Contact Information

Name	
Title and Department	
Work Tel No.	
Fax Tel No.	
Mobile No.	
Email Address	

### Subsidiary

If Co. above is a Subsidiary, Parent Co. Name is?	
Indicate with "X" if Subsidiary is Partially or Fully Owned	Partially Owned <input type="checkbox"/> Fully Owned <input type="checkbox"/>

### Detailed Information

Type of Business Indicate with "X".	Corporate <input type="checkbox"/> Limited <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/>				
Nature of Business	Manufacturer	Authorized Agent	Trader	Consulting Firm	Other
Year Established	No. of Full-Time Employees	Trade License / License No.	Commercial Registration No.		

### Financial Information

Bank Name	
Bank Address	
Account Name	
Account Number	
Swift Code / BIC Address	



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## AL Hana Trading Group

Attachments:	Attach Vendor Balance and Income Statement OR the Company's Annual Report to Shareholders statement. Attached documents must indicate they are Certified and/or Officially Audited.
Annual Sales for Last 3 Years	Total Sales _____ Export Sales _____
Payment Terms	<input type="checkbox"/> ___ days <input type="checkbox"/> 40 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days

### References

#### Reference 1

Company Name	
Contact Name	
Title and Department	
Work / Fax	
Email Address	

#### Reference 2

Company Name	
Contact Name	
Title and Department	
Work / Fax	
Email Address	

#### Reference 3

Company Name	
Contact Name	
Title and Department	
Work / Fax	
Email Address	

### Quality, Technical and Capability

ISO 9000 Certified or equivalent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach latest copy
International or National Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach latest copy

### HSE & Environmental Sustainability Compliance

Do you have a written statement of your HSE policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach copy
Is the HSE policy communicated to all your personnel? (If yes, please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a method/process to identify risks to personnel, the environment or assets to mitigate or avoid these risks?(If yes, please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your Company have an emergency Response plan or Program?(If yes, please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you communicate work practices, safety instructions and emergency response procedures to your personnel?( If yes, please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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incident/accident/near miss reporting program for incidents that occur to company personnel or property?										
Do incidents and near misses get reported to your Company's management?( If yes, please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No									
Have your personnel who will undertake the work for the Company received formal training in safe working practices and in the use of protective equipment relating to the potential hazards of that work? ( If yes, please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No									
Does your Company conduct driver training for employees who drive company vehicles?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach copy								
Does your company perform any employee pre-employment medical evaluations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach copy								
Does your company have HSE Management System or Food Safety accreditation e.g. OHSAS 18001, ISO14001 & HACCP?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach copy								
Does your company have initiatives that have been implemented to achieve improved environmental or sustainability outcomes within the organization's operations? (This could include, as examples; initiatives to reduce or recycle waste, eco-design initiatives, energy saving and energy efficiency initiatives, generation or use of renewable energy, water saving or water reuse/recycling initiatives, waste reducing initiatives, or use of eco-labelled products).(If yes, please specify with your evidence)	<input type="checkbox"/> Yes <input type="checkbox"/> No									
List core Goods or Services Vendor provides.	<table border="1"> <thead> <tr> <th>No.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> </tbody> </table>		No.	Description	1.		2.		3.	
	No.	Description								
	1.									
	2.									
3.										
Countries Exported Or Projects Managed in the last 3 years?	<table border="1"> <thead> <tr> <th>No.</th> <th>Countries</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> </tbody> </table>		No.	Countries	1.		2.		3.	
	No.	Countries								
	1.									
	2.									
3.										
Related Party Transaction	Is the Vendor a relative, close friend, etc. of any employee at NCSF?									
	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe relationship:									
Code of Business Conduct & Ethics	I, the undersigned, accept and agree to adhere to the NCSF Code of Business Ethics attached with this document.									



# مجموعه الهناء التجارية AL Hana Trading Group

Certification	I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible:	
	Name	
	Title	
	Signature	
	Date	

## GENERAL TERMS AND CONDITIONS

- 1. PURCHASE ORDER ACCEPTANCE** - This Purchase Order from (AL HANA TRADING Group) comprised of its face, terms and condition page and any attachments, constitutes Buyer's intention to Seller to purchase the listed items or services stipulated on the face of this Purchase Order. This order is conditioned and not binding until such time of Seller's signing on Acknowledgement box of this Purchase order or any written proof of acceptance. The Seller should accept the Purchase Order including each provision on this Terms and Conditions, and any alteration on Purchase Order by Seller shall constitute a counter offer which shall not be official and binding until accepted in writing by the Buyer.
- 2. MODIFICATIONS** - After Seller's acceptance of the order, no addition, deletion nor modification should be made unless mutually agreed and confirmed in writing. The foregoing does not apply if Buyer would require modifications or deemed desirable in the specifications of the items being order, however, if that modification causes an item to be more costly for Seller to supply, Seller may revise the purchase price and should be accepted by the Buyer in writing. If Seller is required to modify any specification of any item, Seller should notify Buyer informing of the modification details and reasons and will become part of this Purchase Order upon confirmation in writing by the Buyer.
- 3. PRICE** - The prices shown in the face of this Purchase Order are fixed. Any default or failure from Supplier or their Representative to correctly price the items frees the Buyer from any responsibility to pay the excess amount unless otherwise the Buyer shall receive the benefits of reductions in Seller's prices. If the modification is rejected by the Buyer, this Purchase Order or specific disputed item shall be automatically terminated.
- 4. QUANTITY and QUALITY** - Buyer has the right to purchase and accept only the quantity and quality of items as stipulated in the order and any items not complying with the described specification or any excess in quantity will be returned to the Seller at Seller's sole risk and expense.
- 5. WARRANTY** - All items sold to Buyer shall be new and free from defects in design, material or workmanship and should conform to the specifications set forth in this Purchase Order. If Seller is the fabricator or installer of the same, Seller must warrant the item to be fit for the purpose and intended use.
- 6. SHIPMENT** - Seller shall prepare the items sold for shipment via mutually agreed mode of shipment to the specified destination within the agreed time period. If any delay in shipping is anticipated, Seller should immediately contact the Buyer for information.
- 7. PACKING** - Seller shall properly pack each items sold in order to ensure adequate protection against damage during shipment. All items must be properly labeled free of charge. Cost for crating or freight charges will be paid by Buyer, only if specified in acknowledged quotations and Purchase Order.
- 8. CONFLICT** - In the event of any conflict between any provisions typed on the Purchase Order or on any attachments and provisions set forth in this Terms & Conditions, the typed descriptions on the face of Purchase Orders shall prevail, then these Terms & Conditions and then any attachment respectively.