供应商信息登记表

Supplier Information Registration Form

请您按要求认真填写、处理此表。

Invites you earnestly fills in, processes this table according to the request.

1. **供应商基本信息 Supplier Basic Information**

|  |  |
| --- | --- |
| 供应商全称Supplier Full Name |  |
| 注册地址Registered Address |  |
| 常住地址Address of Production Line  | 具体注明省、市、区、路、门牌号码Detailed address |
| 母公司信息Info. Of Parent Company |  |
| 公司上市相关情况Listing Information |  |
| 企业法定代表人Legal Representative |  |
| 企业性质Enterprise Nature |  | 注册资金Registered Capital |  |
| 公司联系人Contact Person |  | 传真号码Fax No |  |
| 联系电话Telephone No |  | 移动电话Mobile Phone No |  |
| 电子邮箱Email address |  | 税务登记证号（Only For Local Supplier） |  |
| 账户名Account Name |  |
| 开户账号Account No |  |
| 付款方式Payment Method |  |
| 银行名称Bank Name  |  |
| 银行信用等级Credit Rank |  |
| 银行地址Bank Address |  |

1. **公司商业信息 Business Overview**

|  |  |
| --- | --- |
| 主产品/服务Specialized Products/Services | 请具体说明Please Specify |
| 何时开始从事相关产品和服务Years in This Business |  |
| 公司经营战略Business Strategy |  |
| 公司组织结构Company Structure | 包括公司所有权（重点填写出资人、实际控制人等内容）、分公司、子公司、合作伙伴、部门构成及组织系统图。Including ownership, sister companies, subsidiaries, affiliations and divisions and organization chart. |
| 公司收购、扩张、合作计划Plans for Acquisition, Expansion and New Affiliations. |  |
| 市场占有率、占有情况（中国地区）Market Share（P.R.China Area） |  |
| 近三个财年销售额、销售业绩Turnover for Last Three Years |  |
| 主要商业条款General Terms |  |

1. **供应及服务保证Assurance of Supply & Service**

|  |  |
| --- | --- |
| 主要产品及辅助产品来源 Source of Products |  |
| 主要生产设备Main product equipment |  |
| 进口代理商（如有）Import Agent |  |
| 产品从订货到交货的时间及运输时间Delivery Lead Time  |  |
| 服务体系(具体说明)Service System（Please Specify） |  |
| 专业人员构成及资质Specialists Structure & Qualifications |  |
| 如何处理客户紧急需求Response for Urgent Requests |  |

1. **质量保障Quality Assurance**

|  |  |
| --- | --- |
| 质量保证计划Quality Assurance programs | 请随附相关文件Please enclose relevant documentation. |
| 软件企业认定证书Certificate of Verification for Software Enterprises |  |
| 行业认证Profession Authentication |  |
| 专利技术及自主知识产权Patent Technology & Intellectual Properties  |  |
| ISO 认证（提供副本）ISO Certification(Provide Copy) |  |
| 授权认证机构Accrediting & Certificating Body |  |
| （上述）认证证书是否曾被取消，宣告无效或驳回续展？ Has your accreditation(s) (provided above) ever been cancelled, made conditional, revoked, or refused renewal anywhere?  | 如果有请予以说明。If so please describe. |

1. **环境与社会责任**

|  |  |
| --- | --- |
| 环境资质认证Quality Assurance programs | 请随附相关文件Please enclose relevant documentation. |
| 企业社会责任承诺Promise of social responsibility |  |

1. **客户及诉讼Customer Profiles and Lawsuits**

|  |  |
| --- | --- |
| 主要客户及服务内容Main Customers & Service |  |
| 大客户方案Partnership Plan | 可添加附件（attachment if necessary） |
| 大型项目业绩Project Achievement | 至少包括项目金额及时间At least including total amount & date |
| 过去五年中贵公司作为被告的所有案例（如有）List all legal cases, which your company was the defendant within the past five years. |  |

— 谢谢—

— Thank you—

|  |  |  |
| --- | --- | --- |
| （盖章处Stamp） | 签名/日期Signature/Date | 备注（Remarks） |
| 请在本表上签名并加盖公司公章，随附贵公司营业执照副本、税务登记证复印件，并请将贵公司简介、价格目录及本表一并发送至xxx联系人邮箱。 联系人姓名： 联系电话： 传真：邮箱： 邮寄地址： 邮编： Please sign and stamp on this and fax your business license and tax registration license, company introduction brochure, product samples, and catalog price to xxx Procurement.Buyer name:Phone No.:Fax No. :E-mail:Address:Post No.: |