## **Northern Coalfields Limited**

## **Approval for Addition of New Vendor**

| Refe |                   |             |    |                                 |  |  |  |  |  |  |                   | Dated:            |              |  |          |  |  |  |  |  |  |  |
|------|-------------------|-------------|----|---------------------------------|--|--|--|--|--|--|-------------------|-------------------|--------------|--|----------|--|--|--|--|--|--|--|
| 1    | VENDOR CODE       | :           |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
| 2    | VENDOR TYPE       | :           |    | PURCHASE VENDOR MISC. VENDOR    |  |  |  |  |  |  | SELECT ONE OPTION |                   |              |  |          |  |  |  |  |  |  |  |
| 3    | CATEGORY          | :           |    | PRIVATE<br>GOVERNMENT           |  |  |  |  |  |  |                   | SELECT ONE OPTION |              |  |          |  |  |  |  |  |  |  |
| 4    | CLASS             | :           |    | ONE TIME VENDOR OTHERS          |  |  |  |  |  |  |                   | SELECT ONE OPTION |              |  |          |  |  |  |  |  |  |  |
| 5    | PAY MODE          | :           |    | CASH CHEQUE                     |  |  |  |  |  |  |                   | SELECT ONE OPTION |              |  |          |  |  |  |  |  |  |  |
| 6    | PAY TERM          | :           | 2  |                                 |  |  |  |  |  |  | BE CREATED MORE   |                   |              |  |          |  |  |  |  |  |  |  |
| 7    | WHETHER APPROVED? | :           |    | SELECT IF APPROVED, DESELECT IF |  |  |  |  |  |  |                   |                   | NOT APPROVED |  |          |  |  |  |  |  |  |  |
| 8    | CUSTOMER CODE     | :           |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
| 9    | PAYMENT VENDOR    | :           |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
| 10   | FUNCTION          | :           | ТО | BE DECIDED IN THIS WORKSHOP     |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
| 11   | VENDOR NAME       | :           |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
|      |                   |             |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
| 12   | ADDRESS - 1       | :           |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
| 13   | ADDRESS - 2       | :           |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
| 14   | ADDRESS - 3       | :<br>:<br>: |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
| 15   | CITY              | :           |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
| 16   | PIN               | :           |    |                                 |  |  |  |  |  |  |                   | <u>l</u>          |              |  | <u> </u> |  |  |  |  |  |  |  |
| 17   | STATE             | :           |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
| 18   | COUNTRY           | :           |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
| 19   | FAX               | :           |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |
| 20   | PHONE             |             |    |                                 |  |  |  |  |  |  |                   |                   |              |  |          |  |  |  |  |  |  |  |

| 21 | EMAIL                    | : |   |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
|----|--------------------------|---|---|--|---|--|--|---|---|---|---|--|--|--|--|--|--|--|
| 22 | STATUS                   | : | SELECT ONE FROM ACTIVE, HOLD BUY, HOLD PAY OR SUSPENDED                     |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
| 23 | REASON                   | : | REASON FOR STATUS   |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
| 24 | OPERN. DATE              | : |   |  | / |  |  | / | 2 | 0 | 0 |  |  |  |  |  |  |  |
| 25 | TYPE OF SUP/ MFG         | : |   |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
| 26 | SST NO DATE              | : |   |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
| 27 | CST NO & DATE            | : |   |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
| 28 | PAN NO                   | : |   |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
| 29 | TIN NO                   | : |   |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
| 30 | SERV. TAX REG. NO.       | : |   |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
| 31 | BANK NAME                | : |   |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
| 32 | BRANCH NAME              | : |   |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
| 33 | ACCOUNT NO               | : |   |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
| 34 | RTGS NO                  | : |   |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |
| 35 | ITEMS (IF ITEM SPECIFIC) | : | TO BE SELECTED FROM ONLINE HELP SCREEN. PLEASE WRITE MAT CODE FOR APPROVAL. |  |   |  |  |   |   |   |   |  |  |  |  |  |  |  |

The above mentioned documents have been verified. Vendor Code is required for placement of Work Order.

SIGNATURE OF HOD

SIGNATURE OF NODAL OFFICER