



Purchasing Department
 P O Box 133
 Middelburg 1050
 South Africa
 www.columbusstainless.co.za
 +27 13 247 2969
 +27 86 242 6416
 brand.lynette@columbus.co.za

Tel :
 Fax :
 E-mail:

**APPLICATION TO BECOME AN APPROVED SUPPLIER TO COLUMBUS STAINLESS (PTY) LTD
 (SOUTH AFRICAN ENTITY)**

IF ALL FIELDS ARE NOT COMPLETED IN FULL, YOUR APPLICATION MAY BE REJECTED!

- | | |
|--------------------------|---|
| <input type="checkbox"/> | New application |
| <input type="checkbox"/> | Scope of work amendment (Existing Supplier) |
| <input type="checkbox"/> | Name change - must be supported by a change of name certificate (Existing Supplier) |
| <input type="checkbox"/> | Update of information (Existing Supplier) |

How did you come to hear of Columbus Stainless (Pty) Ltd?

- | | | | |
|---------------|--------------------------|---------------------|-------|
| Media | <input type="checkbox"/> | Which media? | _____ |
| Internet | <input type="checkbox"/> | | _____ |
| Advertisement | <input type="checkbox"/> | Which publication? | _____ |
| Reference | <input type="checkbox"/> | Name of person: | _____ |
| Other | <input type="checkbox"/> | Please give detail: | _____ |

Do you have a Contract for supply with Columbus Stainless or are you in the process of entering into a Contract to supply? YES NO

Provide the name and telephone number of the person you are known to, who is an end user in Columbus Stainless (Pty) Ltd, who would like to use your products or services:

Name: _____ Tel Nr: _____

**SECTION A:
 BUSINESS INFORMATION**

1. REGISTERED COMPANY NAME:

2. TRADING NAME:

3. COMPANY REGISTRATION NUMBER:

4. VAT NUMBER:

5. WORKMAN'S COMPENSATION NUMBER (If applicable):

6. COMPANY TYPE:

| | |
|--------------------------|-------------------------|
| <input type="checkbox"/> | Public Company |
| <input type="checkbox"/> | Private Company |
| <input type="checkbox"/> | Closed Corporation |
| <input type="checkbox"/> | Sole Proprietor |
| <input type="checkbox"/> | Partnership |
| <input type="checkbox"/> | Non-Profit Organisation |
| <input type="checkbox"/> | Business Trust |
| <input type="checkbox"/> | Other: (Specify) _____ |

7. PHYSICAL ADDRESS:

POSTAL ADDRESS:

Code: _____

WEBSITE ADDRESS: _____

DO YOU HAVE INTERNET ACCESS?

| | |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No |

8. NATURE OF BUSINESS:

| (Mark all applicable) | Please provide detail here: | |
|--------------------------|-----------------------------|--|
| <input type="checkbox"/> | Cheque Requisition | |
| <input type="checkbox"/> | Accommodation | |
| <input type="checkbox"/> | Bank | |
| <input type="checkbox"/> | Bearing Supplier | |
| <input type="checkbox"/> | C & I Electronics | |
| <input type="checkbox"/> | Clearance Agent | |
| <input type="checkbox"/> | Commercial Commission | |
| <input type="checkbox"/> | Computer Hardware | |
| <input type="checkbox"/> | Computer Software | |
| <input type="checkbox"/> | Consultant | |
| <input type="checkbox"/> | Consumables | |
| <input type="checkbox"/> | Distributor | |
| <input type="checkbox"/> | Donation | |
| <input type="checkbox"/> | Electrical | |
| <input type="checkbox"/> | Energy Provider | |
| <input type="checkbox"/> | Entertainment | |
| <input type="checkbox"/> | Fabricator | |
| <input type="checkbox"/> | Filter Equipment | |
| <input type="checkbox"/> | Forwarding Agent | |
| <input type="checkbox"/> | Freight Forwarding | |
| <input type="checkbox"/> | Grinding Accessories | |
| <input type="checkbox"/> | Hydraulics & Pneumatics | |
| <input type="checkbox"/> | Laboratory Consumables | |
| <input type="checkbox"/> | Labour Hire | |

| | | |
|--|------------------------|--|
| | Lubrication | |
| | Machining | |
| | Manufacturer | |
| | Ports | |
| | PPE & Safety | |
| | Production Consumables | |
| | Project Contractor | |
| | Pumps | |
| | Raw materials | |
| | Refractories | |
| | Refurbisher | |
| | Roll Suppliers | |
| | Seal Supplier | |
| | Service provider | |
| | Sub-Contractor | |
| | Subscription | |
| | Training | |
| | Transporter | |
| | Vehicle Spares | |
| | Other | |

9. MAIN COMMODITIES SUPPLIED OR SERVICES RENDERED:

10. SCOPE OF WORK INDICATION:

(Please indicate what will be relevant to the products and services provided by your business.)
 If your representatives will access Columbus Premises for any purpose, a valid Letter of Good Standing and Occupational Health and Safety agreement must be submitted with this application.
 (See Annexure A)

| TYPE OF PRODUCT/SERVICE | YES | NO | DETAIL |
|---|-----|----|--------|
| Supply and Deliver only | | | |
| Repairs on Columbus premises | | | |
| Repairs on own premises | | | |
| Service delivered on Columbus premises | | | |
| Sales Representative to visit Columbus site | | | |
| Consultant service on Columbus site | | | |

| TYPE OF PRODUCT/SERVICE | YES | NO | DETAIL |
|---|-----|----|--------|
| Consulting service from own premises | | | |
| Installations on Columbus site | | | |
| Manufacturing on own site and delivery for own installation by Columbus | | | |
| Manufacturing and Installation on Columbus site | | | |

11. COMPANY DETAIL

| NUMBER OF EMPLOYEES | | TOTAL GROSS ASSET VALUE | |
|--------------------------|---------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | Less than 5 | <input type="checkbox"/> | Less than R100 000 |
| <input type="checkbox"/> | Between 5 and 10 | <input type="checkbox"/> | Between R100 000 and R400 000 |
| <input type="checkbox"/> | Between 10 and 50 | <input type="checkbox"/> | Between R400 000 and R1 million |
| <input type="checkbox"/> | Between 50 and 100 | <input type="checkbox"/> | Between R1 million and R4 million |
| <input type="checkbox"/> | Between 100 and 200 | <input type="checkbox"/> | Between R4 million and R10 million |
| <input type="checkbox"/> | More than 200 | <input type="checkbox"/> | More than R10 million |

12. TRADE REFERENCES/MAJOR CUSTOMERS

| COMPANY NAME | CONTACT PERSON | CONTACT NR/E-MAIL | PERIOD OF TIME DOING BUSINESS WITH COMPANY |
|--------------|----------------|-------------------|--|
| | | | |
| | | | |
| | | | |

13. CERTIFICATION

Please forward a list of external accreditations your company has received for Quality, Safety, Environment and other systems e.g. ISO, SABS, TUV, etc.

| INSTITUTION | YEAR | NUMBER |
|-------------|------|--------|
| | | |
| | | |
| | | |

14. CONTACT DETAILS (PLEASE COMPLETE ALL FIELDS TO ENSURE EFFECTIVE COMMUNICATION)

(Compulsory)

A contact person should be provided for each section below. It may be the same person for more than one section.

| OWNER/DIRECTOR | | FINANCIAL DIRECTOR | |
|----------------------------|--|----------------------------|--|
| Contact Name | | Contact Name | |
| Designation | | Designation | |
| Tel Number | | Tel Number | |
| Fax Number | | Fax Number | |
| Cell Number | | Cell Number | |
| After hours Contact Number | | After hours Contact Number | |
| Email Address | | Email Address | |

| MARKETING/SALES REP. | | ALTERNATIVE CONTACT PERSON | |
|----------------------------|--|----------------------------|--|
| Contact Name | | Contact Name | |
| Designation | | Designation | |
| Tel Number | | Tel Number | |
| Fax Number | | Fax Number | |
| Cell Number | | Cell Number | |
| After hours Contact Number | | After hours Contact Number | |
| Email Address | | Email Address | |

**SECTION B:
FINANCIAL INFORMATION**

1. The standard payment term for Columbus Stainless is 60 days nett of any discounts following month of delivery, payment made at the end of the month.

2. **ELECTRONIC PAYMENT AUTHORITY:**

We, the undersigned hereby request Columbus Stainless (Pty) Ltd to transfer payments due to us electronically into our bank account.

We indemnify Columbus Stainless (Pry) Ltd against any losses we may suffer in the event of funds being transferred incorrectly as a result of incorrect information having been provided by us on this form.

Furthermore, Columbus Stainless (Pty) Ltd is indemnified against any losses arising out of incorrect processing of the transfer in the banking system.

Columbus Stainless (Pty) Ltd is deemed to have fully discharged its obligation to us in respect of the payment where the transfer has been effected in terms of this instruction.

We undertake to inform Columbus Stainless (Pty) Ltd in writing should the banking details supplied below change in any respect. Details of the bank account below will be deemed to remain valid until receipt by Columbus Stainless (Pty) Ltd of instructions to the contrary.

We understand that Columbus Stainless (Pty) Ltd will e-mail us with details of transfers made.

3. **BANKING DETAILS:**

Please note that the information provided below need to match the information on the bank letter supplied by you exactly!

Name of Account Holder: _____

Bank: _____

Branch: _____

Branch Code: _____

Type of Account: _____

Account Number: _____

Signed at _____ on this _____ day of _____ 20 _____

Financial Director Print Name: _____

Financial Director Signature: _____

Tel Nr: _____

Fax Nr: _____

E-mail: _____

**SECTION C:
BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBEE)**

Columbus Stainless supports the Broad Based Black Economic Empowerment initiatives as laid out in the Codes of Good Practise for Industry. Ensure that valid proof of your B-BBEE certification is attached to your application. Please mark which of the following is attached:

| |
|--|
| |
| |
| |

B-BBEE certificate issued by a SANAS or IRBA accredited verification agent

Auditor's letter issued by an accounting officer or verification agency (Only if turnover is less than R5m per annum)

Mark if your business is non-compliant

**SECTION D:
DECLARATION**

I _____ (names in full)

ID Number _____

warrant that I have duly been authorised by the abovementioned company to conduct business and conclude transactions on its behalf. I hereby certify that the information contained in this application is correct and complete. Columbus Stainless reserves the right to verify the information provided on this application form and supporting documentation.

CEO or CFO Name and Surname: _____

CEO or CFO Signature: _____ Date: _____

PLEASE RETURN TO:

Columbus Stainless (Pty) Ltd
P.O. Box 133
Middelburg
South Africa
1050

In the event of any enquiries contact:
Lynette Brand
Tel: +27 13 247 2969
Fax: +27 86 242 6416
E-mail: brand.lynette@columbus.co.za
Purchasing Department: Supplier Management

To send by courier:

Columbus Stainless (Pty) Ltd
Off Hendrina Road
Middelburg
Mpumalanga

Initial

ANNEXURE "A" DOCUMENTS REQUIRED

The following documents should accompany the completed application form:

- Company profile: Document describing core business and capabilities.
- Proof of banking details on an original official bank letterhead
 - Must have an original signature
 - Must have an original date stamp
 - Bank letter may not be older than three months
 - Account name must correspond exactly with the name of the account with the bank
 - **Under no circumstances will scanned, faxed or cancelled cheques be accepted.**
- Proof of Company registration
- Change of name certificate (If applicable)
- VAT Registration certificate
- Tax clearance certificate
- Valid BBBEE Certificate or auditor's letter
- Completed, initialled and signed General Conditions for Buying (If applicable)
- Letter of Good standing (If applicable)
- Completed Occupational Health and Safety Agreement (if applicable)

NOTE: If you get no response in one month after submitting your application, please regard your application as unsuccessful.