

## Vendor Information Form

### Section 1 – Business Details

1. Business Name \_\_\_\_\_
2. Physical Address \_\_\_\_\_  
\_\_\_\_\_
3. Mailing Address \_\_\_\_\_
- Email Address \_\_\_\_\_
4. Telephone Number (s) \_\_\_\_\_  
\_\_\_\_\_
5. Primary Contact \_\_\_\_\_
6. Title/Designation \_\_\_\_\_
7. Secondary Contact \_\_\_\_\_
8. Title/Designation \_\_\_\_\_

### Section 2 – Registration Details

9. Registered Name \_\_\_\_\_
10. Type of Registration \_\_\_\_\_  
(LLC, partnership, etc) *copy of registration certificate required*
11. PIN Number \_\_\_\_\_
12. Company Officers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Section 3 – Goods / Services Provided

13. Is the business a manufacturer, trader/distributor, or service provider?
14. What is the main line of goods or services provided?
15. Do you wish to be considered as a vendor for any other goods or services? If so, please explain.

### Section 4 – Payment Terms & Method

Church World Service & Witness prefers a minimum of 30 days' credit from the date of invoice and electronic payment

16. Please state the credit period and preferred payment method if different from above

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### Section 5 – Bank Details

17. Account Name 

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18. Bank Name 

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19. Bank branch 

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20. Account Number 

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21. Currency 

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22. Branch Code 

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23. Swift Code 

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*Please note that it is against the Church World Service & Witness policies for our staff to ask for favors of any kind from our vendors.*

*It is also against our procurement policies for any vendor to pay in cash or kind for any favors.*

***Note that should you, as our vendor get hacked and our payment goes awry because of it, we will not be liable.***

**Name of vendor's authorized official  
who completed this form**

**Signature**

**Date**

## Vendor Disclosure Form

This form is to be filled out by any supplier, contractor or service provider who wishes to supply goods or services to Church World Service & Witness. The officer filling in the form should be a senior manager who is authorized to sign/act on behalf of the company.

### Introduction

Church World Service & Witness policies do not allow the awarding of supply or service contracts to be based on or influenced by:

- 1) Personal or family relationships between the intended supplier/contractor and any Church World Service & Witness staff member.
- 2) Monetary or material incentive of any kind, e. g gifts, kickbacks, bribes, commission, etc.

In addition, Church World Service & Witness management should immediately be informed if any Church World Service & Witness staff members have approached any potential supplier, contractor or service provider offering to influence the award of a supply or service contract.

**Please fill in all the applicable blanks in the form below.**

- 1) We, \_\_\_\_\_  
(Hereby confirm that: (name of the company or organization))

**Please tick the applicable box below.**

- ☐ a) None of our staff has any personal or family relationship with any staff of Church World Service & Witness  
**Or**  
☐ b) We are aware of a relationship between one or more of our staff members and staff of Church World Service & Witness, which is fully explained as follows:

2) In addition to the confirmation above, we also confirm that we have not and will not attempt to influence any staff member of Church World Service & Witness regarding the awarding of any supply or service contract.

- ☐ Confirmed  
**Or**  
☐ Not confirmed

- 3) That, we \_\_\_\_\_, commit to comply to the CWS

Supplier Code of Conduct, that:

- i. We must be able to demonstrate compliance with the Church World Service Supplier Code of Conduct. This includes documented evidence and the right of Church World Service or a designated firm to conduct audits. Audits include facility inspections, review of supplier records business practices and conducting employee interviews.
- ii. The highest standard of integrity is expected in all of our business dealings. All forms of corruption, extortion, bribery (including facilitation payments), and embezzlement are strictly prohibited and may result in immediate termination and legal action:
- iii. Suppliers will not offer or provide money or anything of value to any person if the circumstances indicate that it is probable that all or part of the money or other thing of value is being given to another individual or entity to influence official action or to obtain a business advantage.
- iv. Suppliers are expected to understand relevant Church World Service gift and hospitality policies before offering or providing Church World Service personnel with any gift and/or business entertainment. Gifts or entertainment should never be offered to Church World Service personnel or representatives under circumstances that create the appearance of impropriety.

- v. Suppliers must comply with all applicable trade control laws and regulations in the import, export, re-export or transfer of goods and services (including software and technology). All invoices and any customs or similar documentation submitted to Church World Service or governmental authorities in connection with transactions involving Church World Service must accurately describe the goods and services provided and the price thereof.
  - vi. Suppliers shall not share or exchange any prices, costs or other competitive information, or undertaking of any collusive conduct with any other third party to Church World Service with respect to any proposed, pending or current Church World Service procurement.
  - vii. Suppliers will use only subcontractors or other third parties who comply with all applicable laws and regulations, and who adhere to the same (minimum) standards set forth in this guide.
  - viii. Church World Service may conduct annual compliance surveys to confirm compliance with this Supplier Code of Conduct. However, Church World Service expects that suppliers will actively audit and monitor their day-to-day management processes with respect to the Church World Service Code of Conduct and provide evidence to Church World Service upon request.
- 4) Finally, we confirm that should any staff member of Church World Service & Witness offer us assistance in obtaining the award of any supply or service contract, we will immediately inform senior management of Church World Service & Witness.

**Affix Company Stamp  
Below**

**Submitted by: Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_