Dear Vendor,

This is to inform you that K-Electric is implementing an E-Procurement software (Ariba) which will streamline KE’s procurement processes and increase visibility to both Vendors and KE itself.

**Instructions:**

Kindly fill in the form below so that we may upload your correct and updated details in our system.

There are 3 sections to this form followed by some declarations. Please fill in the required sections that are suited to your nature of business and to the best of your knowledge. In case of clarification, please contact us at following email addresses:

[Muhammad.shafi@ke.com.pk](mailto:Muhammad.shafi@ke.com.pk)

[Ammar.shaikh@ke.com.pk](mailto:Ammar.shaikh@ke.com.pk)

Thank you,

Yours Truly,

K-Electric

**Section 1: Basic Information**

|  |  |
| --- | --- |
| 1.1 | KE Vendor Code: Click here to enter text. |
| 1.2 | Vendor Name: Click here to enter text. |
| 1.3 | Nature of Company: Choose an item.  If you have specified other, then please elaborate. Click here to enter text. |
| 1.4 | Address: Address Line 1 |
|  | Address Line 2 |
|  | Address Line 3 |
| 1.5 | City: Click here to enter text. |
| 1.6 | Country: Click here to enter text. |
| 1.7 | Vendor Category (Tick all that apply): Contractor Manufacturer General Order Supplier |
|  | **Contact Details** |
| 1.8 | Landline: Inclusive of Country Code |
| 1.9 | Mobile: Inclusive of Country Code |
| 1.10 | Email Address: Email address 1 |
|  | Email address 2 |
|  | Email address 3 |
| 1.11 | Escalation Email: Email address 1 |
|  | Email address 1 |
| 1.12 | Owner/ CEO Name: Enter Name |
| 1.13 | Website: Enter Website |
| 1.14 | K-Electric Electricity Account Number: Enter Account Number |
| 1.15 | Provide details of any Sister Companies that are registered in K-Electric:  Please provide Details. Mark “Not Applicable” if there are none |

**Section 2: Tax Details**

|  |  |
| --- | --- |
| 2.1 | NTN Number: Enter NTN number |
| 2.2 | Are you registered in Sales Tax? : Yes No |
| 2.3 | If you have answered 2.2 as “YES” then please provide Sales Tax Number: Enter Sales Tax Number |
| 2.4 | Are you registered in SRB? : Yes No |
| 2.5 | If you have answered 2.4 as “YES” then please provide SRB registration Number: Enter SRB Registration Number |
| 2.6 | Have you received any Exemption from any Government Organization: Yes No |
| 2.7 | If you have answered 2.6 as “YES” then please provide details:  Click to provide Details |
| 2.8 | If you have answered 2.6 as “YES” then please provide Validity Date:  Click here to enter a date. |
| 2.9 | Are you a Tax return Filer: Yes  No |

**Section 3: Details of Business**

|  |  |
| --- | --- |
| 3.1 | Annual Turnover in PKR. : Enter Amount in PKR |
| 3.2 | Total Number of Employees: Enter No. of Employees |
| 3.3 | Top 05 major Customers with respect to Business Volume:   1. Click here to enter text. 2. Click here to enter text. 3. Click here to enter text. 4. Click here to enter text. 5. Click here to enter text. |
| 3.4 | Do you have any Joint Venture or Consortium with any other companies?  Yes  No  Please provide details if you answered “YES”  Click to provide details |
| 3.5 | **For Manufacturers / Contractors:**  Name your Tier 1, Tier 2, Tier 3 suppliers or suppliers that you have outsourced.  Click to provide details |
| 3.6 | **For Contractors:**  Are you registered with PEC? Yes  No  *If you have answered the above in “YES” then please continue to answer the following, otherwise proceed to 3.11* |
| 3.7 | PEC registration number: Enter Registration Number |
| 3.8 | PEC category: Provide details |
| 3.9 | PEC registration Validity Date: Click here to enter a date. |
| 3.10 | Electrical Contractor License Number (If applicable): Provide details |
| 3.11 | Major Commodities Supplied to K-Electric:  Click to provide details |
|  | **For Manufacturers:**  List items registered in EDB (Engineering Development Board) / CGO (Custom General Order) along with HS Code  Click to provide details |

4. Do you undertake to abide by the Labor Laws of Pakistan?

Yes  No

If you answered “NO” then please provide details:

Click to provide details

5. Do you fulfil Statutory and Regulatory requirements as per the laws of Pakistan?

Yes  No

If you answered “NO” then please provide details:

Click to provide details

6. Is there any ongoing litigation/ court cases against you in any court of law of any country?

Yes  No

If you answered “YES” then please provide details:

Click to provide details

7. Have you ever been blacklisted by any company (government or private)?

Yes  No

If you answered “YES” then please provide details:

Click to provide details

8. Are you currently facing sanctions from any country OR facing Export Control Clearance from any Export Control Authority of any country?

Yes  No

If you answered “YES” then please provide details:

Click to provide details

**9. Undertaking:**

**I hereby undertake that the information provided is true to my knowledge.**

**Signed:**

Full name in Block Letters **Date:** Enter date.

Designation