

A. Guidance Note for filing the template for new vendor creation-

1. All annexure/details in annexure are mandatory to be filled. If any of the annexure/detail is not applicable to you, please write "Not Applicable" (NA) for the same.
2. All the annexure are required to be dated, signed and stamped by the authorized signatory as per table below –

S. No.	Type of organization	Authorized signatory
1	Individual/ Sole proprietor	Individual /Sole proprietor (with seal)
2	HUF	Karta of Family(with seal)/authorized signatory (with seal)
3	Partnership Firm	Designated partner (with seal)/authorized signatory (with seal)
4	Others	Designated officer (with seal)/authorized signatory (with seal)

3. Please attach self attested copies of all relevant certificates/documents (latest) as mentioned below while submitting the details to us –

Annexure	Particulars	Documents required
1	Company and Tax related data	a. Certificate of Incorporation under relevant act/ partnership deed/trust deed b. PAN card c. GST registration certificate, if registered
2	NEFT data	a. Latest Bank Certification- dated, signed and attested with bank seal OR b. Cancelled copy of cheque, self attested and stamped.
3	MSME	MSME/Udyog Aadhar registration certificate, if registered under MSME

4. Please indicate E-mail Id and mobile No. to be used by BPCL for sending communication relating to invoice status, TDS certificates, Payment advice etc.
5. The address provided should be as per the GST registration address. However, a different communication address can be given in the Annexure-1 provided the state for which GST number is given and the state of communication address is same.
6. Please indicate whether you are registered, registered under composition scheme of GST act or unregistered under GST. **In case of GST registrations in more than one state, kindly fill in separate template as well as provide full set of documents for each registration.** In case, there is more than one registration no. in one state, please specify "Business Division" of each GST registration number as well.
7. If you are registered under MSME/Udyog Aadhar, please fill Annexure-3 as well.

B. Guidelines for change in master data for existing vendor code-

In case of updation of specific details for your existing vendor code, following details is mandatory-

S.no. as per Annexure-1	Particulars	Mandatory/Optional
2	E-mail ID	Mandatory
3	Mobile No.	Mandatory
4	Telephone No.	Optional
5	Communication Address as per GST registration address	Mandatory
6	PAN Number	Mandatory, if only PAN updation
7	Whether registered under GST	Mandatory, if only GST updation
8	GST Regn no. /Composition registration no.	
9	Whether unit for which GST no. is provided is located in SEZ	
10	Whether having multiple registration in a state	

Annexure - 1 Organisation and Tax related Details

Sr. No	Description	Vendor Response												Remarks						
		01 Individual						02 HUF												
1	Type of Company (Nature of Entity or Business Concern (Please tick the appropriate Value)	03 Association of Persons (AOP)						04 Body of Individuals (BOI)						1.Pl tick wherever applicable. 2.Pls. attach self attested and stamped copy of relevant Registration Certificate/Partnership/Trust Deed/lease deed 3. For foreign vendors , details mentioned in Sl. no.6 is optional and Sl.no. 7 to 11 are not applicable.						
		05 Co-op. Society						06 Trust												
		07 Partnership Firm						08 Sole Proprietorship Firm												
		09 Public Ltd. Company						10 Private Ltd. Company												
		11 Central PSU						12 State PSU												
		13 Central Govt. Authority/Department						14 State Govt. Authority/Department												
		15 Limited Liability Partnership(LLP)						16 Foreign Vendor												
17 Others, pl Specify:																				
2	E-mail ID													Pls. indicate e-mail Id to be used by us for sending updates,information, etc.						
3	Mobile No.	+	9	1	-												Pls. indicate mobile No to be used by us for sending updates,information			
4	Telephone No.	STD						Landline												Pls. indicate STD code followed by Telephone No.
5	Communication Address as per GST registration address	Building :														Pls provide address details				
		Street:																		
		Village/City:						District/Taluka/Zilla:												
		State:						PIN:												
6	PAN Number																	Please attach self attested Copy of Pan Card		
7	Whether registered under GST	Registered						Unregistered						Composition			Pl tick wherever applicable.			
8	GST Regn no. /Composition registration no.																	Please attach the self attested registration Certificate		
9	Whether unit for which GST no. is provided is located in SEZ	YES						NO									Pl tick wherever applicable.			
10	Whether having multiple registration in a state	YES		Business Division:						NO					Pl tick wherever applicable. If Yes, specify business Division					
11	Whether registered under MSME	YES						NO									Pl tick wherever applicable. If Yes, please fill Annexure3			

I/We confirm that information provided above is true to my knowledge & belief.

(Vendor Name) (Vendor Code in BPCL) (Name & Signature of Authorized signatory) (Company Seal)

Date: _____

Annexure -2 National Electronic Fund Transfer (NEFT) Mandate Form for BPCL's purpose

(Mandate for receiving payments through NEFT from Bharat Petroleum Corp Ltd.)

S.No	Particulars	Details											
1	Vendor Name												
2	Vendor Code												
3	Particulars of Bank Account: (Attach Self attested and stamped copy of cancelled cheque or Duly Filled latest bank certificate)												
3(a)	Name of the Bank												
3(b)	Name of the Branch												
3(c)	Bank Address												
3(d)	City Name												
3(e)	NEFT IFSC Code												
3(f)	Bank Account No.												

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, We would not hold the company responsible

Date: _____

Name & Signature of Authorized signatory

Company Seal

Bank Certificate for BPCL's purpose

We certify that the details given above are correct as per our records.

Date: _____

Signature of Authorized Official of bank

Official Seal of Bank

Annexure - 3 Micro Small & Medium Enterprises (MSME)/Udyog Aadhar Registration Details

Sr. No	Description	Vendor Feedback	Remarks
1	MSME Registration /Udyog Aadhar Number		Please attach self attested and stamped Copy of MSME Registration/UAM certificate for verification.
2	MSME Registration /Udyog Aadhar Number		As mentioned in Registration Certificate.
3	District of Registration for MSME/UAM		As mentioned in Registration Certificate.
4	Registration Category		As mentioned in Registration Certificate. 01- Micro 02- Small 03 - Medium
5	Registered activities for MSME		As mentioned in Registration Certificate. 01 Manufacturing 02 Services
6	Proprietor/Partners/Promoters details belonging to Schedule cast/Schedule tribe (SC/ST)	Name: Name: Name:	Please provide details as per SC/ST certificate & attach the same wherever applicable. (Please note that in case no certificate is enclosed for SC/ST, it shall be deemed that the entity owners does not fall in the category.)

I/We confirm that information provided above is true to my knowledge & belief.

(Vendor Name)

(Vendor Code in BPCL)

(Name & Signature of Authorized signatory)

(Company Seal)

Date: _____