**PRE-QUALIFICATION\_VETTING\_FORM**

**Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Location/ Physical Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Phone Numbers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Are all of your legal documents up-to-date? (i.e. Certificate of incorporation, Tax compliance certificate)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | No |  | Yes |  |

Year of registration: **\_\_\_\_\_\_\_\_\_**

Total number of *permanent* employees: **\_\_\_\_\_\_\_\_\_**

What category of supplies do you specialize in? List your top 3 categories in order of annual sales: (Please include a copy of your largest purchase order in your category(s) of specialization to demonstrate reliability & capacity).

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What is the approximate estimated value of all of your current stock on hand? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What is your average reported annual turnover of sales? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What is the largest purchase order you’ve received in the last year? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Are you a third-party supplier (Your business does not maintain stock but locates items when requested)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | No |  | Yes |  |

Do you outsource for certain goods or services?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | No |  | Yes |  |

(If yes, please explain – i.e. “for all transportation services indicate number of trucks leased out of the total you operate with”)

|  |
| --- |
|  |

How long does it typically take to deliver in-stock items? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What is your estimated lead time to deliver back-to-back orders? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Have you ever done business with Samaritan’s Purse International Relief?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | No |  | Yes |  |

(If yes, please give details of how many years, largest purchase order value and what category(s) of supplies you have provided)

|  |
| --- |
|  |