

Vendor Registration/ Update Form

New/Update Vendor Registration Check List

ALL VENDORS	
	Vendor Registration Form (Completed)
	Vendor - Name, Date and Signature
	KAUST Proponent – Name, Date and Signature (Manager, Business Manager or above)

Local Goods Supplier or Service Provider (Within KSA)	
	Valid Commercial Registration Certificate Copy
	Valid Chamber of Commerce Certificate Copy
	Valid Zakat Certificate Copy
	Valid VAT Certificate Copy
	Banking Information on Company Letterhead (New vendor only) & Bank Letterhead (Update)
	National ID or IQAMA copy of the contact person – (Compulsory)

Foreign Goods Supplier or Service Provider (Out of KSA)	
	Valid VAT Certificate Copy (GCC Operating Company Only)
	Banking Information on Company Letterhead (New vendor only) & Bank Letterhead (Update)

Individual Vendor (Consultants, Business Visitors, PTSA)	
	Non KSA Residents must specify their permanent home country address details
	Contract Agreement

Instructions

1. Please note that **handwritten forms will not be accepted**.
2. **All** mandatory fields on the form below must be completed by an authorized representative of the vendor organization or the individual vendor; have the supporting documentation attached (**refer to the checklist**) and e-mailed to the KAUST contact/ proponent.
3. All forms must be signed by both the Vendor and the KAUST proponent (Manager, Business Manager or above).
4. Incomplete forms will delay the processing of the application.
5. The bank account holder name must match the vendor name.
6. For Service Providers or Goods Suppliers, the bank information must also be provided on a **Bank Letterhead when updating the bank details**.
7. Default payment term is 30 days net.
8. Default currency is SAR for local vendors & USD for foreign vendors.
9. For PTSA's the default currency is SAR and the bank account entered must be a Saudi Bank.
10. Communication emails needs to be in line with the company domain. Email domains such as "Gmail"; "Yahoo"; "Hotmail" etc., will not be accepted from the respective company representative.

VENDOR REGISTRATION/ UPDATE FORM

Select the vendor type and action required

VENDOR TYPE (INDIVIDUAL)	Consultant <input type="checkbox"/>	Business Visitor <input type="checkbox"/>	P.T.S.A <input type="checkbox"/>
VENDOR TYPE (COMPANY)	Service Provider <input type="checkbox"/>	Goods Supplier <input type="checkbox"/>	
ACTION REQUIRED	New <input type="checkbox"/>	Update <input type="checkbox"/>	VENDOR NUMBER

CONTACT DETAILS (ALL FIELDS ARE MANDATORY)			
Vendor Name			
Address			
Zip/Postal Code		City	
Country			
Phone Number			
Email Address			
KSA VAT Number		GCC VAT Number	

BANK DETAILS (ALL FIELDS ARE MANDATORY)									
Bank Name									
Swift Code									
Routing /Sort code/ BIC									
Account Number								Currency	
Beneficiary Name									
IBAN Number									

INTERMEDIARY BANK DETAILS (IF NEEDED) ALL FIELDS ARE MANDATORY	
Intermediary Bank Name	
Intermediary Swift Code	
Intermediary A/C No.	
Final Bank Name	
Final Bank Account No.	
Additional Instructions	

WITHHOLDING TAX (WHT) PURPOSE / SERVICE TYPE (MANDATORY FOR SERVICE PROVIDERS ONLY)	
Technical &/ Consultancy <input type="checkbox"/>	Training in KSA <input type="checkbox"/>
Royalties &/ Licenses <input type="checkbox"/>	Management <input type="checkbox"/>
Other (please specify):	

FOR PURCHASING VENDORS ONLY	
Payment Terms	
Contact Person	

VENDOR NAME & DATE	
SIGNATURE	

KAUST PROPONENT NAME & DATE	
SIGNATURE	

*Proponent must be a Manager, Business Manager or above