

EDGARS STORES LIMITED SUPPLIER APPLICATION

PART 2 –SUPPLIER DETAILS (External use only)

Introduction

Thank you for your interest in becoming an Edgars Stores Ltd Merchandise Supplier. Edgars recognizes the importance of its suppliers and the value of developing these relationships to help achieve its mission to deliver exceptional choice, value and service.

As part of this process, we pay keen attention to the selection of our suppliers and request that you complete the attached application pack and please return this completed pack to the relevant merchant that initiated interest in doing business with you or alternatively send to the Merchandise Executive, Edgars Stores Limited. P O Box 894, Bulawayo, Zimbabwe.

We require all sections of the pack to be fully completed by the supplier, in the instance where any written changes are made to these documents, they will only be considered valid if endorsed by an Edgars Executive.

As part of the application process, it is vital that you as a new supplier to Edgars to acknowledge and familiarize yourself with the Merchandise Supplier Agreement. This document outlines Edgars requirements across the Merchandise Pipeline with specific emphasis on the rules by which Edgars operates. This document forms the basis of doing business with Edgars. However, there is additional documentation which is available to ensure compliance to the various factors outlined within Merchandise Supplier Agreement. Examples would be manuals supporting the quality requirements; labelling requirements etc.

Please take note of the steps that the Supplier Registration Process adheres to as outlined in this overview. This pack has been designed to create a standardized procedure across Edgars for the approval of new suppliers / agents. For Edgars to achieve its mission to deliver exceptional choice, value and service it will look for ways to enhance efficiency in the supply chain. The application process comprises of two documents namely:

- Merchandise Supplier Agreement – these are the rules by which Edgars operates. Suppliers are required to read the content and sign acceptance of this. Please return the signed document with the completed Supplier Application pack. No supplier will be 'on boarded' without this document being returned with the application pack. Once an Edgars Executive has counter signed the document, a copy will be sent back to you.
- Supplier Application Pack and all supporting documents

1. Supplier Application Form

All suppliers are required to complete the application pack in full. Suppliers are also required to complete the Merchandise Supplier Agreement and return it with the pack. It is important to note that this implies that by signing the Merchandise Supplier

Agreement, you are accepting the rules and terms and conditions of doing business with Edgars Stores Ltd. Failure to sign and return this agreement will be perceived as non-acceptance of Edgars Stores Ltd terms and conditions and thus the supplier will not be 'on boarded'.

The completed original supplier application pack must be handed to the merchant or mailed for Merchandise Executive.

Edgars Stores Limited
9th Ave/ H. Chitepo
Bulawayo, Zimbabwe

or

P.O Box 894
Bulawayo

2. Registered Suppliers

Suppliers who have not had orders placed with them by the Edgars Stores for 24 months period will be suspended. Should the supplier and Edgars Stores wish to resume business, we would then require that the supplier re- apply using the same methodology and documents as contained in this pack. This is to ensure that the supplier data is current on our database and that the suppliers are fully aware of any changes which may have come about pertaining to conducting business with Edgars Stores Ltd.

3. Documents to accompany your application

- Company Profile
- Certificate of Incorporation
- CR 14
- Tax Clearance ITF 263 (Current)
- VAT Registration Certificate
- Transactional flow diagram
- Quality policies and procedures

Failure to provide these documents will result in your application being delayed / declined

2.1 SUPPLIER INFORMATION

			REF	
PREPARED BY			DATE	
REQUESTED BY				
SUPPLIER NAME – LEGAL ENTITY				
SUPPLIER NAME – TRADING AS				
SUPPLIER COMPANY REGISTRATION NUMBER Please note: We require a copy of the Company's Certificate of Incorporation to accompany the Supplier Application.				
VAT REGISTRATION NUMBER if applicable				
SUPPLIER BUSINESS PARTNER NUMBER (BPN)				
Physical Address				
Postal Address				
Years in operation/ date established				
COUNTRY				
TELEPHONE		FAX	EMAIL	
WEBSITE IF APPLICABLE				
PREVIOUS YEAR TURNOVER				
DOES THE SUPPLIER HOLD ANY BRAND LICENCES? PLEASE ELABORATE			YES	NO

2.2 SUPPLIER CONTACT DETAILS

POSITION/ TITLE	NAME	CONTACT NUMBER	EMAIL ADDRESS
CEO / MANAGING DIRECTOR			
SALES/ MERCHANDISE MANAGER			
FINANCIAL DIRECTOR ACCOUNTS CONTACT			
PERSON RESPONSIBLE FOR SUPPLY CHAIN/ LOGISTICS			
PRODUCTION CONTROL (MANAGER)			
PERSON RESPONSIBLE FOR QUALITY			

CONTACT PERSON MANAGING THE EDGARS STORES LTD ACCOUNT

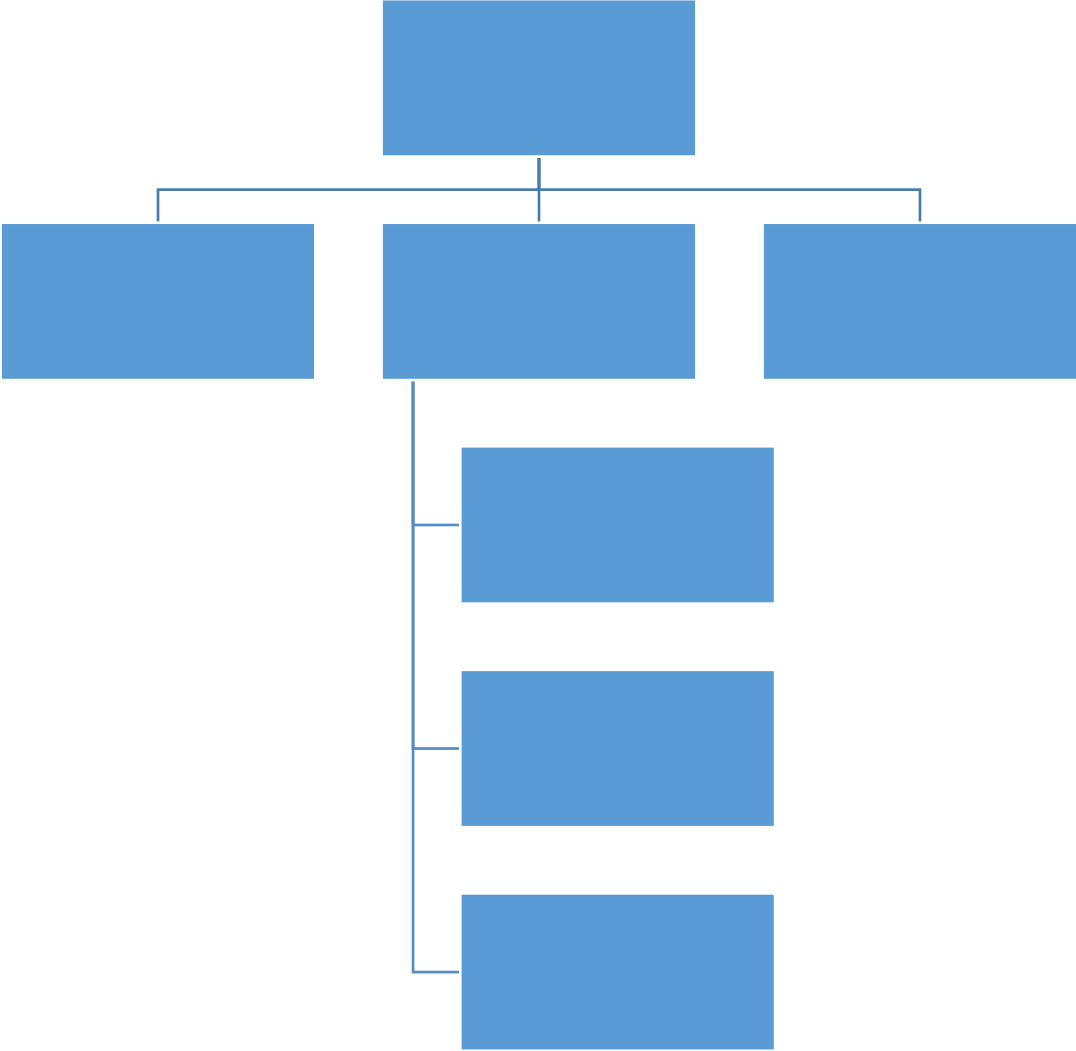
POSITION / TITLE	NAME	CONTACT NUMBER	EMAIL ADDRESS

EMAIL ADDRESS TO RECEIVE EDGARS STORES LTD PURCHASE ORDERS:

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PLEASE ADVISE DISTRIBUTION CENTRE THAT YOU ARE GOING TO UTILIZE FOR EDGARS STORES DELIVERIES.

2.3 ORGANISATION STRUCTURE – MANAGEMENT
(Please type / write information inside this chart directly)



2.4 PAYMENT INFORMATION

TERMS OF PAYMENT (SELECT ONE OPTION):			
<ol style="list-style-type: none"> 1. 30 days after statement date 2. 60 days after statement date 3. 90 days after statement date 4. 120 days after statement date 			
NAME		SIGNATURE	
BANKING DETAILS:			
Please note that you can provide more than one set of banking information, if required (i.e where your company uses different bank accounts to cater for different currencies. Where possible, please attach cancelled cheque/s for verification)			
BANKING INSTITUTION 1			
BANK NAME			
BANK ADDRESS			
BRANCH CODE			
NAME IN WHICH ACCOUNT IS HELD			
BANK ACCOUNT NUMBER			
BANK SWIFT CODE			
BANK SORT CODE			
BANK TELEX CODE			
BANK CNAPS CODE			
IBAN NUMBER			
IFSC CODE			
BIC CODE			
CURRENCY		US DOLLARS (USD)	
NAME		SIGNATURE	
BANKING INSTITUTION 2			
BANK NAME			
BANK ADDRESS			
BRANCH CODE			
NAME IN WHICH ACCOUNT IS HELD			
BANK ACCOUNT NUMBER			

BANK SWIFT CODE			
BANK SORT CODE			
BANK TELEX CODE			
BANK CNAPS CODE			
IBAN NUMBER			
IFSC CODE			
BIC CODE			
CURRENCY	US DOLLARS (USD)		
NAME		SIGNATURE	

2.5 SUPPLIERS PHYSICAL FACILITIES – Please tick applicable box

Warehouse		Prep area		Sewing Area	
Office Area		Design Centre		cutting	
No. Floors (Including ground)		Packing		Finishing	
Total area – Please indicate in square metres				No. of employees	

2.6 PRODUCTS SUPPLIED / MANUFACTURED

PRODUCT (WOOVEN / KNIT)	CAPACITY	LEAD TIME	
WOOVEN BLOUSES			
	MINIMUM QUANTITY / ORDER		

2.7 DETAILS OF TRADE REFERENCES

	Trade reference	Contact person at trade reference and Position	Physical address and contact number	Trade reference checked by:
1				

	Comments		
2			
	Comments		
3			
	Comments		

2.8 DETAILS OF SHAREHOLDERS /OWNERS

	Full Name	% Holding/ Ownership
1		
2		
3		

2.9 DETAILS OF SUBSIDIARIES AND ASSOCIATES

Full name	% Holding	Nature of business

3.0 DETAILS OF PARENT COMPANY

Full Name	Nature of business

Received inquiry from buyer, make quotation, arrange samples for confirm



After buyer confirm the sample, place order and we make PP and fit samples then go to production



Our QC will check every step of production (material, cutting, stitching, last, packing) and we invite customer QC confirm the goods



Delivery goods as buyer's requirement

Ask factories make samples for confirm



Place order to factories



After our QC and customer DC confirm, delivery goods

Application approved by :

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Edgars Stores Limited Group Finance Director

Application approval date:

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