Vendor Application Process Checklist

Vendor Name: _____

Date of Application: _____

No	Item	Confirmed
1	Application form is complete	
2	Business is registered	
3	3 year Financial Records provided	
	Business is solvent	
4	Business Plan Provided and includes following:	
	Project Manager Named	
	The process showing the product supply operation will fit in current business is described?	
	The Islands where the vendor will operate is stated.	
	The Vendor has provided the details of an appropriate distribution plan for the products to these Islands	
	The vendor has a plan for marketing the products	
	If the applicant Vendor already has products, which they will submit for product registration :	
	o The Vendor has provided the wholesale price (vendors purchase price) and a maximum selling price for their product in each of the Islands where they propose to sell the products.	
	o The Vendor has provided a cash flow document, which clearly shows value of product purchases, value and time of predicted sales and the projected 3 monthly (or earlier) subsidy reimbursements.,	
	The Vendor has a spare parts policy and has described how the products will be serviced in the outer islands.	
	The Vendor has described a suitable process by which they will manage to obtain the customer's information and the receipt copy as required according to the subsidy re-imbursement and verification process.	
	The Vendor has provided their policy and procedure in meeting the Environmental Code of Practice.	
	The Vendor's has provided their grievance procedure described their returns policy and how they will handle	

	the replacement of products under warranty.	

Checked by: _____

Signed_____

Date_____

Is further information required? Yes/No

Date Request for Further Information Sent_____

Date further information received. _____

Recommendation- Approved/ Not Approved

Reasons for Non-Approval

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Date of Approval:_____

Approved by: _____

Signed_____

No	Item	Check
5	Checklist, application paperwork and all other documentation have been stored in the Vendors file and a copy in the project file.	