

# VENDOR REGISTRATION FORM



Declaration and Data Privacy Consent: The information I have given is true, correct, and complete. By submitting this form, I authorize the Philippine Ports Authority to collect, use, process and retain my personal data in accordance with the PPA's Privacy Statement and for purposes specified in this form.

**Reminder:**  
 1. Please see reverse for the general instructions on how to fill out the form.  
 2. Asterisks (\*) are mandatory fields, fill-up. Shaded items no need to fill-up.  
 3. Accomplish one (1) copy per Vendor.  
 4. Submit accomplished Vendor Registration Form to the Procurement Officers of the Resources Management Division for PMO/PDO or the Administrative Services Department for HO.  
 5. Attach required supporting documents to this form.

\* Action:  [C] Create /  [R] Revise /  [D] Delete Vendor Code: \_\_\_\_\_  
(System Generated)

**To be fill out by Vendor**

**Vendor Details**

\*1. Vendor Name: \_\_\_\_\_

\*2. Short Name: \_\_\_\_\_ 3. DTI Registration number: \_\_\_\_\_

\*4. Address: \_\_\_\_\_

\*5. Postal/Zip Code: \_\_\_\_\_ \*6. Business Type: Individual/Corporation \_\_\_\_\_

\*7. TIN: \_\_\_\_\_ \*11. Government Sector (Y/N)? \_\_\_\_\_

**8. Communications**

\* Contact Name \_\_\_\_\_  
 \*Telephone 1: \_\_\_\_\_ Fax No. \_\_\_\_\_  
 \*Telephone 2: \_\_\_\_\_ E-mail: \_\_\_\_\_

9. Additional Information: \_\_\_\_\_

10. Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature over printed name

**For PPA Accounting Use Only**

\*1. PPA Office: \_\_\_\_\_ \*Vendor Type: (pls see reverse for details) \_\_\_\_\_

\*Vendor Group: (check only 1 that applies)  
 Contractor  Forwarding Agent  Gov't Office  Insurer  Manufacturer  Port User  Vendor  BOD  Others

2. Control Account: \_\_\_\_\_ 4. Payment On-Hold:  Yes  No

3. Payment terms: \_\_\_\_\_ 5. Payment Method: \_\_\_\_\_

6. Input Tax Code: (check only 1 that applies)  
 IV-E VAT Exempt  IV-Z Input VAT Zero  IV-C Input VAT on VAT able  IV-S Input VAT on  I 1: Input VAT on Goods  
Purchases Rated Tax Purchases Capital Goods Purchases VAT able Services other than Capital Goods

7. Remarks \_\_\_\_\_

<b>Prepared By/Date:</b>	<b>Authorized By/Date:</b>	<b>Encoded By/Date:</b>	<b>Checked By/Date:</b>
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Help us serve you better. Please take a moment to give us your feedback by scanning the QR code and submitting the accomplished form

Thank you!

**General Instructions**

For PPA Accounting use Only

1. Indicate the PPA Office, Vendor Group and Vendor Type in the spaces provided

Example:

PPA Office: **PMO-North Harbor**

Vendor Group: **M000 - Manufacturer**

Vendor Type: **M3 - Manufacturing/Processing Industries**

Below is the complete **Listing of Vendor Type** for quick reference:

Vendor Type Code	Description
B0	Banking Services
B1	Brokerage Services
B2	Bunkering
C0	Canteen/Restaurant Service/Food Services/Chandling
C1	Cargo Checking
C2	Cargo Consolidation/Forwarding Services
C3	Cargo Handling Service
C4	Cargo Surveying
C5	Communication/Postal Services
C7	Container yard/Container Freight Station
C8	Cooperatives
C9	Curio Shops/Stores
D0	Dredging Service
E0	Equipment/Appliance Hire/Rental
F0	Forwarding Agent
F1	Freight Services
F2	Fumigation
G0	Gasoline/Fuel Stations
I0	ID Lamination
I1	Import/Export
I2	Industrial & Marine Services
I3	Insurance
J0	Janitorial
J1	Job Order Employee
L0	Laundry Services
L1	Lighterage/Barging Operation
L2	Lodging Inns/Hostel/Hotel
M0	Machinery Shop / Motor Shop
M1	Maintenance Services
M2	Manpower/Manning Services
M3	Manufacturing/Processing Industries
M4	Marine Hauler of Petroleum Products/Others
M5	Maritime Related Services
M6	Maritime Surveying
N0	NGO Services
N1	Non-Regular Employee
O0	Other Government Services
P0	Parking/Garage Services
P1	Passenger Terminal Services
P2	Pharmaceutical Services
P3	Photo Shops
P4	Pilotage
P5	Port Terminal Operators
P6	Porterage Services
P7	Power Barge
P8	Print Media/Publication
P9	Project Contractor
R0	Regular Employee
R1	Reproduction Services
S0	Security & Detective Service
S1	Service Contractor
S2	Shipping Agent Services
S3	Shipping Chandling/Cleaning Services

Vendor Type Code	Description
S4	Shipping Services
T0	Telecommunication
T1	Tours & Travel
T2	Towing/Tugging Service
T3	Trucking/Hauling Services
V0	Vendor - Automotive Supplies
V1	Vendor - Computer Supplies
V2	Vendor - Construction Materials and Supplies
V3	Vendor - Gasoline
V4	Vendor - Office Furniture, Fixtures, Equipment
V5	Vendor - Office Supplies
V6	Vessel Maintenance/Repair Service
W0	Warehousing Service
W1	Wastes Disposal Service/Oil Sludge
W2	Water Suppliers/Watering Services
W3	Water Taxi
W4	Weighbridge/Truck Scale Operation
W5	Xerox Rental
U1	Utilities

2. The Control Account is pre-supplied.

Example:

Control Account: **8-81-600 Payables Trade/ Business**

3. The Payment Terms is pre-supplied.

Example: Payment Terms: **C0000 - Cash**

4. The Payment On-Hold is pre-supplied.

Example:

Payment On-Hold:  NO

5. The Payment Method Code is pre-supplied.

Example:

Payment Method: **AUTOMATIC CHECK**

6. Indicate the Withholding Tax Code applied to the Vendor by placing a check in the appropriate box provided.

Example:

**IV-E: VAT Exempt Purchases**

7. Indicate any additional remarks or information about the Vendor's account.

Example:

Remarks: **Manufacturer of Crude Oil**

8. Indicate names and Dates and affix respective signatures of the persons who provided the information, gave authority to encoded, encoded the information, and validated the accuracy.

Example:

AlBorbon 01/26/04 <u>Prepared By/Date</u>	RDPineda 01/26/04 <u>Authorized BY/Date</u>	SDDela Cruz 01/27/04 <u>Encoded By/Date</u>
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RMMedina 01/28/04 <u>Checked By/Date</u>
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