



# COMMON SUPPLIER REGISTRATION FORM\*

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## Section 1: Company Details and General Information

1. Name of Company:	
2. Street Address:  Postal Code:                      City:  Country:	3. P.O. Box and Mailing Address:
4. Tel:	5. Fax:
6. Email:	7. WWW Address:
8. Contact Name and Title:	
9. Parent Company (Full legal Name) :	
10. Subsidiaries, Associates and/or Overseas Representative(s) - (attach a List if necessary):	
11. Type of Business (Mark one only) : Corporate/ Limited: <input type="checkbox"/> Partnership: <input type="checkbox"/> Other (specify):	
12. Nature of Business: Manufacturer : <input type="checkbox"/> Authorised Agent: <input type="checkbox"/> Trader : <input type="checkbox"/> Consulting Company: <input type="checkbox"/> Other (specify):	
13. Year Established :	14. Number of Full-time Employees:
15. Licence no./State where registered:	16. VAT No./Tax I.D.:
17. Technical Documents available in : English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (specify)	
18. Working Languages : English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (specify)	

## Section 2: Financial Information

19. Annual Value of Total Sales for the last 3 Years: Year ____: USD_____million      Year ____: USD_____million      Year ____: USD_____million
20. Annual Value of Export Sales for the last 3 Years: Year ____: USD_____million      Year ____: USD_____million      Year ____: USD_____million
21. Bank Name:              Swift/BIC Address:  Address:
22. Bank Account Number:              Account Name:
23. Please provide a copy of the company's most recent Annual or Audited Financial Report. If available, please provide Credit Rating by Dun and Bradstreet or equivalent:

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**Section 3: Technical Capability and Information on Goods / Services Offered**

24. Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy of your latest Certificate):

25. International Offices/Representation (Countries where the Company has local Offices/Representation):

26. For Goods only, do those offered for Supply conform to National/International Quality Standards?

Yes ☐

No ☐

27. List below up to fifteen (15) of your Core Goods/Services offered:

UNCCS Code	UNCCS Description (one Line for each Item)	National/International Quality Standard to which Item conforms

**Section 4: Experience**

28. Recent Contracts with the UN and/or other International Aid Organizations:

<u>Organization:</u>	<u>Value:</u>	<u>Year:</u>	<u>Goods/Services Supplied:</u>	<u>Destination:</u>
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____
_____	USD _____	_____	_____	_____

29. To which Countries has your Company exported and/or managed Projects over the last 3 Years?

## Section 5: Other

30. Does your Company have a written Statement of its Environmental Policy? (If yes, please attach a Copy)

Yes ☐ No ☐

31. Please list any Disputes your Company has been involved in with UN Organizations over the last 3 Years:

32. List any National or International Trade or Professional Organizations of which your Company is a Member.

33. Certification:

I, the undersigned, hereby accept the basic IAEA- General Conditions, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible:

Name

Functional Title

Signature

Date

**NOTE:** Please be informed that a number of Procuring Entities of the UN system have decided not to do business with companies or any of their affiliates or subsidiaries, which engage in any practice inconsistent with the rights set forth in the convention on the Rights of the Child, regarding certain protection applicable to children performing work, or engage in the sale or manufacture of anti-personnel mines, or any significant component produced primarily for the operation thereof.

**Please return completed form (fax or mail) to:**

INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA)  
OFFICE OF PROCUREMENT SERVICES  
WAGRAMERSTRASSE 5  
P.O. BOX 100  
A -1400 VIENNA  
AUSTRIA

c/o Ms. Brigitte C. Unger [b.unger@iaea.org](mailto:b.unger@iaea.org)  
phone: 0043 1 2600 22374  
fax: 0043 1 26007 22374

## INSTRUCTIONS FOR COMPLETION

The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form:

1. Full name of company.
2. Full street address.
3. Full mailing address (including P.O. Box, if any).
4. Telephone number, including correct country and area codes.
5. Fax number, including country and area codes.
6. Email address.
7. WWW Address.
8. Provide name of person (including title) or department to whom correspondence should be addressed.
9. Full legal name of parent company, if any.
10. Please provide, on a separate sheet if necessary, names and addresses of all subsidiaries, associates and overseas representatives if any.
11. Please tick one box. If the last box is ticked, please specify.
12. Please tick one box. If the last box is ticked, please specify. If the company is a manufacturer of some products and a trader/agent of others which they do not manufacture, both boxes should be ticked.
13. Indicate the year in which the organization was established under the name shown in Item 1.
14. Indicate the total number of full-time personnel in the company.
15. Provide the license number under which the company is registered, or the State where it is registered.
16. Provide the VAT number or Tax I.D. of the company.
17. Please tick the boxes for which languages the company is able to provide technical documents.
18. Please tick the boxes for which languages the company is able to work in.
19. Provide the total annual sales for the organization for the last 3 financial years in USD millions.
20. Provide the total export sales for the organization for the last 3 financial years in USD millions.
21. Provide the full name, address and SWIFT address of the bank used by the company.
22. Provide the company's bank account number and the account name.
23. Please provide a copy of your most recent annual report or audited financial report. If available, provide a rating by Dun and Bradstreet or equivalent (specify which).
24. List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your company and provide a copy of the latest certificates.
25. List all countries where the company has local offices or representation.
26. Indicate whether the company's products conform to national/international standards. If yes please attach copies of the certificates.
27. Please list up to 15 of the core goods/services offered. If available, provide the UNCCS code and describe them according to the UNCCS description. A list of codes and descriptions used by the IAEA is attached. For each item, list the National/International Quality Standard to which it conforms.
28. Enter the name(s) of UN organizations which your company has dealt with recently. Provide the value and the year of the contract, the goods/services supplied and the country of destination of each contract. If you have had more than 7 of such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders. Organizations in the UN system are: UN; UNCTAD; UNEP; UNCHS(Habitat); UNICEF; UNDP; WFP; UNHCR; UNRWA; UNFPA; UNOPS; UNU; ILO; FAO; UNESCO; ICAO; WHO; WB; IMF; UPU; ITU; WMO; IMO; WTO; WIPO; IAPSO; IFAD; UNIDO; IAEA; ITC; ECA; ECE; ECLAC; ESCAP; ESCWA.
29. List export markets, in particular, all developing countries to which your company has exported over the last 3 years.
30. The Earth Summit, held in Rio de Janeiro in 1992, emphasised the necessity to protect and renew the earth's limited resources. Agenda 21 was adopted by 178 governments and lays an emphasis for the UN to exercise leadership, i.a. towards promoting environmental sensitive procurement policies for goods and services. Please indicate whether your company has a written statement of its Environmental Policy and, if so, please provide a copy.
31. List all disputes with UN organizations which your organization has been involved in over the last 3 years. If more space is required, please use a separate sheet.
32. Provide details of all national and international trade or professional organizations to which your company belongs.
33. Please read the enclosed UN General Conditions carefully, as signature of the form signifies acceptance. The form should be signed by the person completing it and their name and title should be typed, along with the date.

EquipCode	UNCCSCode	New Description	EquipCode	UNCCSCode	New Description
A00202	469452	Accelerator, Electron	P02000		Precipitator - electrostatic, for industrial purposes
A00204	469454	Accelerator, Van De Graaf	R00100	484885	Radiation Protection Supplies
A00800	441800	Agricultural Equipment	R00402	481152	Radiotherapy Equipment - Teletherapy Equipment, Cobalt-60 Machine
A01900	470000	Audio-Visual Equipment	R00700	484840	Reactor
B00500	322310	Books/Journals	R00714	484864	Reactor Equipment
C00501	483235	Gamma Camera	R00726	337000	Reactor, Fuel
C01000	340000	Chemicals	R01100		Reference Materials
C01100	482270	Chromatographic Equipment	R01300	481140	Radiotherapy Equipment - Brachytherapy Equipment
C01102	482274	Chromatograph, Gas	R01400	481114	Radiotherapy Equipment - Simulator
C01103	482272	Chromatograph, HPLC	S01200	482547	Spectrometer Mass
C01800	452200	Computer Equipment, Other	S01300	482546	Spectrometer, Nuclear
C01801	452110	Computer System, PC	S01400	482572	Spectrophotometer
C01804	455200	Radiotherapy Planning System	S01401	482577	Spectrophotometer, Atomic Absorption
C02400	492213	Container, shipping	S01403	484782	Spectrophotometer, FFT
C03700	458000	Computer Software	S01404	482574	Spectrophotometer, IR
D01500	484754	Dosimeter	S01406	482575	Spectrophotometer, UV-Vis
D01508	484827	Nuclear Medicine Equipment	S02300		Spares and Accessories
D01509	484828	TLD Reader	S02500	388500	Safety Equipment
E00400	466000	Electronic Equipment and Components	T00800	429200	Tools
E00700	484970	Entomological Equipment	T01000	467000	Telecommunication Equipment
E01400	461000	Electrical Equipment	T01100	484954	Tritium Enrichment Equipment
E01500	484640	ELISA Equipment and Supplies	V00100		Vacuum equipment
F00600	482545	Fluorometer, field	V00200	491000	Vehicles
G00200	342100	Gas	V00700	481570	Veterinary Equipment
G01000	482130	Geophysical Equipment	W00100	484810	Radioactive Waste Processing Equipment
G01100	482110	Surveying and Navigation Equipment	X00200	481190	X-Ray Equipment
H00500	484710	Hot Cells and In-Cell Equipment	Z01300	512200	Services, Engineering Design
H00600	553410	Hydrology Equipment	Z01400	664000	Services, Feasibility Studies
I01100	484800	Irradiation Equipment	Z01710	513000	Services, Construction
I01202	484876	Irradiator Gamma, Semi-Industrial	Z02100	572471	Services, Sample Analysis
I01400	482587	Isotope Production Facility	Z02610	512940	Services, Technical
I01500	342630	Isotopes, Radioactive	Z04210	652971	Services, Housing
I01504	342628	Isotopes, Radioactive, Large Radiation Source	Z04310	674220	Services, Local Purchase
I01705	346341	Isotopes Stable, Nitrogen - 15 Fertilizer	Z04410	712100	Services, Transportation
L00100	484000	Laboratory Equipment and Supplies	Z04420	715290	Services, Research Vessel Hiring
M00600	482150	Meteorological Equipment	Z04512	793210	Services, Media
M01200	482660	Nuclear Research / Radiation Monitoring Instruments	Z04611	931431	Services, Irradiation
M01201	482661	Air Monitoring Equipment	Z04612		Services, Condition
M02200	481000	Medical Equipment	Z04710	946212	Services, Translation
M99900	484900	Miscs.	Z05120	613310	Services, Maintenance
N00300	482241	Gas analyzer	Z05130	610000	Services, Repairs
N00700	482780	Non-Destructive Testing Equipment (Radioactive)	Z05500	753200	Services, Inspection
N00800	482780	Non-Destructive Testing Equipment (Non-Radioactive)	Z05530	753100	Services, Calibration
N00900		Non-Nuclear Industrial Equipment	Z05550	753100	Services, Testing
O00200	451700	Office Equipment/Supplies	Z05600	762000	Services, Installation
O00400	443191	Ore Processing Equipment	Z06000	730000	Services, Training