

Vendor Inquiry Form Sample

Use this **vendor inquiry form sample** to efficiently collect supplier information and streamline the procurement process. The form includes sections for detailed vendor data and clearly outlined payment terms to ensure transparency. Proper documentation helps facilitate timely transactions and build strong vendor relationships.

Vendor Information

Company Name*

Contact Person*

Address

Email*

Phone Number

Company Website

Business Details

Type of Business

Products/Services Offered

Tax Identification Number

Bank Details

Bank Name

Account Number

IFSC/SWIFT Code

Payment Terms

Select Payment Terms

-- Select --

Other Payment Terms (if any)

Early Payment Discounts

e.g., 2% 10 Net 30

Additional Comments

Submit Inquiry