

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*	<input type="text"/>
Contact Person*	<input type="text"/>
Address	<input type="text"/>
Email*	<input type="text"/>
Phone Number	<input type="text"/>
Company Website	<input type="text"/>
Business Details	
Type of Business	<input type="text"/>
Products/Services Offered	<input type="text"/>
Tax Identification Number	<input type="text"/>
Bank Details	
Bank Name	<input type="text"/>
Account Number	<input type="text"/>
IFSC/SWIFT Code	<input type="text"/>

Payment Terms

Select Payment Terms

Other Payment Terms (if any)

Early Payment Discounts

Additional Comments

Submit Inquiry