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|  |  | **VENDOR REGISTRATION FORM** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | --- | |  | | |  | |  |  | |  |  |  |  |  |  | |  |
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| |  | | --- | | 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. | | | | | | | | | | | | | | | | | |  | | |  | |  | |  | | **USR No(s):** | | | | | | | |  | | | | | | |  | |  |
| 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** | | | |  |  |  |  |  |  |  | |  | |  | |  |  | |  |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |  |  | |  |  |
| **\*Vendor Name:** |  |  |  |  |  |  |  |  |  |  | |  | |  | |  |  | |  |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |  |  | |  |  |
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| **\*Short Name:** |  |  |  |  |  |  |  |  |  |  | |  | | **DTI Registration number:** | | | | | | | | | | | | | |  |  | |  | |  |  | |  |  |  |  |  |  | |  |  |
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| **\*Address:** |  |  |  |  |  |  |  |  |  |  | |  | |  | |  |  | |  |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |  |  | |  |  |
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| **\*Postal/Zip Code:** | | |  |  |  |  |  |  |  |  | | **\*Business Type: Individual/Corporation** | | | | | | | | | | |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |  |  | |  |  |
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| **\*TIN:** |  |  |  |  |  |  |  |  |  |  | |  | |  | |  |  | |  |  | |  |  | **\*Government Sector (Y/N)?** | | | | | | | | | | | | | | |  | |  | |  |  |
| **Communications** | | | |  |  |  |  |  |  |  | |  | |  | |  |  | |  |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |  |  | |  |  |
| **\* Contact Name** |  |  |  |  |  |  |  |  |  |  | |  | |  | |  |  | |  |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |  |  | |  |  |
| **\*Telephone 1:** |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | **Fax No.** | | | | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |  |  | |  |  |
| **\*Telephone 2:** |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | **E-mail:** | | | | |  |  | | | | | | | | | | | | | | | | | |  | |  |  |
| **Additional Information:** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |
| **Prepared by:** |  | | | | | | | | | | | | | | | | | |  | **Date:** | | | |  | | | | | | | | | | | |  |  |  |  |  |  | |  |  |
|  | Signature over printed name | | | | | | | | | | | | | | | |  | |  |  | |  |  |  | |  | |  |  | |  | |  |  | |  |  |  |  |  |  | |  |  |
| **For PPA Accounting Use Only** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **\*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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Control Account:** | |  | | | | | | | | | | | |  | | **Payment On-Hold:** | | | | | | | | | | Yes No | | | | | | | |  | | | | |  |  |  | |  |  |
| **Payment terms:** |  | | | | | | | | | | | | |  | | **Payment Method:** | | | | | | | | | |  | | | | | | | | | | | | |  |  |  | |  |  |
| **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 l 1: Input VAT on Goods | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| Purchases Rated Tax Purchases Capital Goods Purchases VATable Services other than Capital Goods | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Remarks:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |
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| **Prepared By:**  (Signature over printed name) | | | | | **Authorized By:**  (Signature over printed name) | | | | | | | | | | | | | | **Encoded By:**  (Signature over printed name) | | | | | | | | | | | | | | **Checked By:**  (Signature over printed name) | | | | | | | | | | |  |
| **Date:** | | | | | **Date:** | | | | | | | | | | | | | | **Date:** | | | | | | | | | | | | | | **Date:** | | | | | | | | | | |  |

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.



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **General Instructions** | | | | | | | | |  |  |  |  |  |  |  |  | **Vendor Type Code** | | | | **Description** | | | | | | | | | | | |
| For PPA Accounting use Only | | | | |  |  |  |  |  |  |  |  |  |  |  |  | S4 | | | | Shipping Services | | | | | | | | | | | |
| 1. Indicate the PPA Office, Vendor Group and Vendor Type in the spaces provided | | | | | | | | | | | | | | |  |  | T0 | | | | Telecommunication | | | | | | | | | | | |
|  |  | T1 | | | | Tours & Travel | | | | | | | | | | | |
| Example: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | T2 | | | | Towing/Tugging Service | | | | | | | | | | | |
| PPA Office: **PMO-North Harbor** | | | | | | | | | | | | | |  |  |  | T3 | | | | Trucking/Hauling Services | | | | | | | | | | | |
| Vendor Group: **M000 - Manufacturer** | | | | | | | | | | | | | |  |  |  | V0 | | | | Vendor - Automotive Supplies | | | | | | | | | | | |
| Vendor Type: **M3 - Manufacturing/Processing Industries** | | | | | | | | | | | | | |  |  |  | V1 | | | | Vendor - Computer Supplies | | | | | | | | | | | |
| Below is the complete **Listing of Vendor Type** for quick reference: | | | | | | | | | | | | | | |  |  | V2 | | | | Vendor - Construction Materials and Supplies | | | | | | | | | | | |
| **Vendor Type Code** | **Description** | | | | | | | | | | | | | |  |  | V3 | | | | Vendor - Gasoline | | | | | | | | | | | |
|  |  | V4 | | | | Vendor - Office Furniture, Fixtures, Equipment | | | | | | | | | | | |
| B0 | Banking Services | | | | | | | | | | | | | |  |  | V5 | | | | Vendor - Office Supplies | | | | | | | | | | | |
| B1 | Brokerage Services | | | | | | | | | | | | | |  |  | V6 | | | | Vessel Maintenance/Repair Service | | | | | | | | | | | |
| B2 | Bunkering | | | | | | | | | | | | | |  |  | W0 | | | | Warehousing Service | | | | | | | | | | | |
| C0 | Canteen/Restaurant Service/Food Services/Chandling | | | | | | | | | | | | | |  |  | W1 | | | | Wastes Disposal Service/Oil Sludge | | | | | | | | | | | |
| C1 | Cargo Checking | | | | | | | | | | | | | |  |  | W2 | | | | Water Suppliers/Watering Services | | | | | | | | | | | |
| C2 | Cargo Consolidation/Forwarding Services | | | | | | | | | | | | | |  |  | W3 | | | | Water Taxi | | | | | | | | | | | |
| C3 | Cargo Handling Service | | | | | | | | | | | | | |  |  | W4 | | | | Weighbridge/Truck Scale Operation | | | | | | | | | | | |
| C4 | Cargo Surveying | | | | | | | | | | | | | |  |  | W5 | | | | Xerox Rental | | | | | | | | | | | |
| C5 | Communication/Postal Services | | | | | | | | | | | | | |  |  | U1 | | | | Utilities | | | | | | | | | | | |
| C7 | Container yard/Container Freight Station | | | | | | | | | | | | | |  |  | 2. The Control Account is pro-supplied. | | | | | | | | | | | | | | |  |
| C8 | Cooperatives | | | | | | | | | | | | | |  |  | Example: | | | | | | | | | | | | | | |  |
| C9 | Curio Shops/Stores | | | | | | | | | | | | | |  | Control Account: **8-81-600 Payables Trade/ Business** | | | | | | | | | | | | | | | |  |
| D0 | Dredging Service | | | | | | | | | | | | | |  |  | 3. The Payment Terms is pre-supplied. | | | | | | | | | | | | | | |  |
| E0 | Equipment/Appliance Hire/Rental | | | | | | | | | | | | | |  |  | Example: Payment Terms: **C0000 - Cash** | | | | | | | | | | | | | |  |  |
| F0 | Forwarding Agent | | | | | | | | | | | | | |  |  | 4. The Payment On-Hold is pre-supplied. | | | | | | | | | | | |  |  |  |  |
| F1 | Freight Services | | | | | | | | | | | | | |  |  | Example: | | | |  |  |  |  |  |  |  |  |  |  |  |  |
| F2 | Fumigation | | | | | | | | | | | | | |  |  | Payment On-Hold: X NO | | | | | | | | |  |  |  |  |  |  |  |
| G0 | Gasoline/Fuel Stations | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| I0 | ID Lamination | | | | | | | | | | | | | |  |  | 5. The Payment Method Code is pre-supplied. | | | | | | | | | | | | |  |  |  |
| I1 | Import/Export | | | | | | | | | | | | | |  |  | Example: | | | |  |  | XX |  |  |  |  |  |  |  |  |  |
| I2 | Industrial & Marine Services | | | | | | | | | | | | | |  |  | Payment Method: **AUTOMATIC CHECK** | | | | | | | | | | | | | | |  |
| I3 | Insurance | | | | | | | | | | | | | |  |  | 6. Indicate the Withholding Tax Code applied to the Vendor by placing a check in the appropriate box provided. | | | | | | | | | | | | | | |  |
| J0 | Janitorial | | | | | | | | | | | | | |  |  |  |
| J1 | Job Order Employee | | | | | | | | | | | | | |  |  |  |
| L0 | Laundering Services | | | | | | | | | | | | | |  |  | Example: | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| L1 | Lighterage/Barging Operation | | | | | | | | | | | | | |  |  | **X IV-E: VAT Exempt Purchases** | | | | | | | | | | | | | |  |  |
| L2 | Lodging Inns/Hostel/Hotel | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M0 | Machinery Shop / Motor Shop | | | | | | | | | | | | | |  |  | 7. Indicate any additional remarks or information about the Vendor's account. | | | | | | | | | | | | | | |  |
| M1 | Maintenance Services | | | | | | | | | | | | | |  |  |  |
| M2 | Manpower/Manning Services | | | | | | | | | | | | | |  |  | Example: | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M3 | Manufacturing/Processing Industries | | | | | | | | | | | | | |  |  | Remarks: Manufacturer of Crude Oil | | | | | | | | | | |  |  |  |  |  |
| M4 | Marine Hauler of Petroleum Products/Others | | | | | | | | | | | | | |  |  | 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. | | | | | | | | | | | | | | |  |
| M5 | Maritime Related Services | | | | | | | | | | | | | |  |  |  |
| M6 | Maritime Surveying | | | | | | | | | | | | | |  |  |  |
| N0 | NGO Services | | | | | | | | | | | | | |  |  |  |
| N1 | Non-Regular Employee | | | | | | | | | | | | | |  |  | Example: | | | | | |  |  |  |  |  |  |  |  |  |  |
| O0 | Other Government Services | | | | | | | | | | | | | |  |  | AlBorbon 01/26/04 Prepared By/Date | | | | | RDPineda 01/26/04 Authorized BY/Date | | | | | SDDela Cruz 01/27/04 Encoded By/Date | | | | |  |
| P0 | Parking/Garage Services | | | | | | | | | | | | | |  |  |  |
| P1 | Passenger Terminal Services | | | | | | | | | | | | | |  |  |  |
| P2 | Pharmaceutical Services | | | | | | | | | | | | | |  |  |  |
| P3 | Photo Shops | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| P4 | Pilotage | | | | | | | | | | | | | |  |  | RMMedina 01/28/04 Checked By/Date | | | | | | |  |  |  |  |  |  |  |  |  |
| 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 | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |