



# SQS Supplier Qualification System

## STAGE 1 REGISTRATION OVERVIEW

INFORMATION AND DOCUMENTATION YOU WILL NEED TO PROVIDE DURING THE STAGE 1 REGISTRATION PROCESS.



# Introduction

Before you commence your Stage 1 registration, please ensure you have the following information and documentation available:

- Sales Tax Number or Value Added Tax Number (VAT) – VAT is equivalent to Goods and Services Tax (Canada and Australia); Sales Tax (USA); and MwSt (Germany).
- Registration or Incorporation Number – if your company is registered as a legal entity, you may have been assigned a company registration or incorporation number. This number can be found in any legal registration document that you may have been issued. If your company is based in a country where they do not issue registration number, you may in this instance enter your Federal Tax ID Number or Unique Tax Payer Reference Number (UTR).
- If applicable, you will be required to upload your Company Certificate of Registration/Incorporation e.g. if you are a supplier based in China.
- Annual Turnover for your last financial year – this is the same as Annual Gross Revenue or Total Annual Sales. **Please note that this does not mean staff turnover.**
- Number of employees.
- Annual value of the contract your company is currently being considered for.
- Regions where you are able to supply your products and/or services to.

During the course of the Stage 1 registration, you will be required to answer questions on the following:

## ABOUT YOU

- Title, First and Last Name
- Job Title
- Telephone Number
- Email Address

## ABOUT YOUR COMPANY

- Company Name
- Trading Address
- Company Website
- Tax Number (for example, VAT if you are registered for this, or the equivalent in your trading country)
- Company Type (Registered or Not registered)
- If registered, Country of Incorporation
- If registered, Registration/Incorporation Number
- Annual Turnover (Revenue) for the previous financial year
- Number of employees

## PRODUCTS AND SERVICES

This section is for you to include the products and/or services that will be covered under the contract your company is currently being considered for at Shell.

Please consult your contact at Shell Contracting and Procurement, if you are unsure of the product / service that is relevant to you.

## SHELL SPECIFIC QUESTIONS

- Annual value of the contract your company is currently being considered for - if you are unsure of which value should be entered, please consult your contact at Shell Contracting & Procurement
- Regions of supply
- Supplier status (Manufacturer, Agent or Stockist)
- If applicable, registration in other prequalification communities (FPAL, JQS, ISNET, PICS)
- Declaration of compliance with Shell Supplier Principles
- Declaration of compliance with Shell Code of Conduct
- Declaration of compliance with Shell General Business Principles

## ETHICS AND COMPLIANCE (IF APPLICABLE)

Please provide information regarding internal policies that address issues like bribery and corruption, including the training provided and the associated reporting process.

## LOCAL CONTENT (IF APPLICABLE)

This section is only applicable to suppliers trading in Canada, South Africa or the United States of America. If your company is a local content supplier, you will be asked to provide details about the relevant certificates.

## DECLARATION

Most of the questions in this section will be pre-populated with your details along with a time stamp. You will be asked to agree to the statement on the page.

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