

AMNETWORK (OPC) PRIVATE LIMITED

VENDOR REGISTRATION POLICY & CODE OF CONDUCT

Policy No.	AMN/PROC/POL/001
Version	1.0 — Draft for review
Effective Date	[Insert Date]
Approved By	[Authorized Signatory]
Review Cycle	Annual or as required

Document status: Draft for internal review and approval before publication or use in vendor onboarding.

Purpose

This policy sets out baseline requirements for vendors, suppliers, service providers, contractors, consultants, and other business partners registering with or supplying goods or services to AMNETWORK (OPC) PRIVATE LIMITED (“AMNETWORK” or “the Company”). It supports transparent procurement, reliable delivery, fair business practices, confidentiality, and compliance with applicable laws.

Complete before issuing

- Insert effective date and approving signatory.
- Add the Company's official contact email and registered/business address.
- Confirm payment, purchase-order, quality, complaint, and termination procedures against actual practices.
- Obtain review by an Indian legal professional before adoption.

1. Purpose

This policy establishes requirements, responsibilities, and standards for vendors and other business partners registered with or supplying AMNETWORK.

Its purpose is to promote transparent procurement, reliable service delivery, fair business practices, quality, confidentiality, and legal compliance.

2. Scope

This policy applies to prospective and approved vendors supplying goods or services to AMNETWORK unless a separate written agreement specifies otherwise.

Registration does not guarantee approval, purchase orders, minimum business volumes, or continuing engagement.

3. Vendor Registration and Verification

Vendors must provide complete, accurate, and current information. Depending on the transaction, the Company may request:

- Legal business name and constitution.
- PAN and applicable GST registration details.
- Registered/business address and contact details.
- Bank account details and supporting proof.
- Authorized representative details.
- Udyam/MSME registration, where applicable.
- Relevant licences, certifications, and qualifications.
- Other documents reasonably required for verification.

Vendors must promptly notify AMNETWORK of changes to legal name, ownership, address, tax status, bank details, or authorized representatives. The Company may verify information and request further documents. Materially inaccurate, incomplete, misleading, or unverifiable information may result in rejection, suspension, or withdrawal of registration.

4. Vendor Approval and Vendor Code

A vendor becomes approved only after the Company completes its review and communicates approval.

Upon approval, AMNETWORK may assign a unique Vendor Code. Vendors must quote it in relevant invoices, quotations, correspondence, and other documents requested by the Company.

The Vendor Code is an identification reference only. It is not a purchase order, guarantee of work, or authorization to incur expenditure on behalf of AMNETWORK.

5. Purchase Orders and Scope of Work

Vendors must not begin chargeable work or dispatch goods unless authorized by an applicable purchase order, work order, contract, or other written authorization issued by an authorized Company representative.

Vendors must confirm scope, specifications, quantity, price, delivery schedule, and taxes; obtain written approval for changes; avoid representing themselves as Company agents; and obtain prior written approval for subcontracting where required by the agreement.

Conflicting terms must be resolved in writing.

6. Quality, Delivery, and Performance

Goods and services must conform to agreed specifications, quality standards, safety requirements, and delivery schedules.

Vendors should maintain quality controls, promptly report delays or defects, correct non-conforming deliverables under the applicable agreement, and cooperate with reasonable inspections and performance reviews.

Repeated quality failures, avoidable delays, or contractual non-performance may lead to corrective action or suspension of future orders.

7. Pricing, Invoicing, and Payments

Prices, payment milestones, credit terms, and other commercial conditions will be stated in the purchase order or written agreement.

Invoices must be accurate and supported by required documents. They should include, where applicable:

- Vendor legal name and Vendor Code.
- Invoice number and date.
- Purchase order or work order reference.
- Description and value of goods or services.
- Applicable tax details and GST particulars.
- Bank details and other required supporting records.

Payment will be processed under agreed terms after receipt and verification of required invoices and supporting documents, subject to applicable law. Discrepancies may require clarification. Statutory tax deductions or withholding will be handled as applicable.

8. Ethical Conduct and Anti-Bribery

Vendors must act honestly and professionally. They must not offer or accept bribes, kickbacks, or improper benefits; falsify invoices or records; engage in fraud, collusion, or bid manipulation; or use confidential Company information for improper gain.

Potential conflicts of interest must be disclosed promptly to AMNETWORK.

9. Confidentiality and Data Protection

Vendors must protect confidential business information, including commercial terms, customer information, technical materials, credentials, and non-public operational information.

Information may be used only for authorized purposes and accessed only by personnel who need it. Vendors must apply appropriate safeguards, avoid unauthorized disclosure, promptly report suspected loss or misuse, and return or securely delete information when required, subject to lawful retention obligations.

Where vendors process personal data for AMNETWORK, they must follow applicable data-protection laws, contractual instructions, and agreed security requirements. A required data-processing agreement must be executed before processing begins.

10. Intellectual Property

Ownership and permitted use of designs, software, reports, documents, inventions, deliverables, and other intellectual property will be governed by the applicable contract or written agreement.

Vendors must not use AMNETWORK's name, logo, or trademarks in advertising or publicity without prior written authorization.

11. Legal Compliance, Labour, and Safety

Vendors must comply with laws applicable to their activities, including relevant tax, labour, employment, environmental, health, safety, and licensing requirements.

Vendors must not engage in unlawful discrimination, harassment, forced labour, or child labour. At Company or customer premises, vendors must follow site access, safety, security, and conduct requirements.

Vendors remain responsible for their personnel and subcontractors subject to the applicable agreement and law.

12. Records, Audit, and Verification

Vendors must maintain accurate transaction records and provide relevant supporting documentation when reasonably requested for verification, audit, compliance, or dispute resolution. Audit and inspection rights are subject to applicable law and contract.

13. Complaints and Reporting

Vendors should report suspected fraud, bribery, data breaches, serious misconduct, or policy violations using the official contact below.

Policy/compliance email: [Insert Official Email]

Registered/business address: [Insert Address]

Reports will be reviewed appropriately. Good-faith reporting should not result in retaliation, subject to applicable law and legitimate investigation requirements.

14. Suspension, Rejection, and Termination

Subject to applicable law and contract, AMNETWORK may reject an application, suspend a vendor, stop placing new orders, or terminate an engagement for false information, serious or repeated non-performance, fraud, bribery, unauthorized disclosure, material security or data-protection violations, loss of required licences, or other material breaches.

Where appropriate, the Company may request corrective action or provide an opportunity to respond. Notice, cure periods, payment obligations, and termination procedures are governed by the applicable agreement and law.

Suspension or termination does not automatically extinguish accrued contractual rights or obligations.

15. Policy Updates

AMNETWORK may revise this policy to reflect changes in operations, contractual requirements, or applicable law. The current version will be made available through the Company's designated channel or vendor portal. Material changes may require renewed acknowledgment.

16. Vendor Declaration and Acceptance

I/We confirm that information and documents submitted to AMNETWORK (OPC) PRIVATE LIMITED are true and complete to the best of my/our knowledge.

- I/We have read and understood this Vendor Registration Policy & Code of Conduct.
- I/We agree to comply with its applicable requirements and the terms of relevant purchase orders, work orders, and contracts.
- I/We will promptly notify AMNETWORK of material changes to registration information.
- I/We understand that registration or allocation of a Vendor Code does not guarantee business or orders.
- I/We understand that violations may lead to rejection, suspension, or termination, subject to applicable agreements and law.

Vendor Legal Name	
Vendor Code (if assigned)	
Authorized Representative	
Designation	
Date	
Signature / Authorized Electronic Acceptance	

For AMNETWORK (OPC) PRIVATE LIMITED

Authorized Signatory	
Designation	
Date	

Draft notice: This template is a starting point, not legal advice. Confirm company particulars and commercial procedures, and obtain review by an Indian legal professional before adoption. Data-protection references should be checked against the law and rules applicable on the date of use.