



The
UNIVERSITY
of **VERMONT**

Procurement Services
19 Roosevelt Hwy., Suite 120
Colchester, VT 05446
Phone (802) 656-4192
Fax (802) 656-8684
procurement@uvm.edu

All vendors wishing to do business with UVM must pre-register their business with Procurement Services.

The benefits to you as a registered vendor are inclusion on Procurement's mailing list for formal bid and request for proposal notification, inclusion on Procurement's website, approval to schedule meetings with Procurement & Contracting Specialists to review current and new product offerings, and quick resolution of invoices.

The enclosed pages constitute Procurement's Vendor Registration Package. They include:

Instructions for Completing Vendor Registration Package
Vendor Registration Form
Vendor Product Code Form

The Vendor Registration Form, Vendor Product Code Form, and W-9 form should be completed and returned to the following address:

UNIVERSITY OF VERMONT
Procurement Services
Attention: Deb Harvey
19 Roosevelt Hwy., Suite 120
Colchester, VT 05446

All questions should be directed to Deb Harvey, Purchasing Coordinator, at (802) 656-8259 or Deborah.Harvey@uvm.edu.

INSTRUCTIONS FOR COMPLETING VENDOR REGISTRATION PACKAGE

PART A

SECTION 1: Vendor Information

Use this section to indicate the following information:

- Company Name
- Quotation/Purchase Order/Invoice Addresses
- Telephone/Fax Numbers
- Contact Person for Quotations/Purchase Orders/Invoices

SECTION 2: Vendor Terms

Use this section to indicate if your company has the following:

- Electronic Ordering
- Electronic Invoicing
- Electronic Remittance
- MasterCard Acceptance

Use this section to also indicate the following:

- Standard Invoice Terms
- Standard/Rush Delivery Times

SECTION 3: Business Classification

Use this section if you wish to be coded as one or more of the following:

- Small Business
- Minority-Owned
- Women-Owned
- Vermont Founded and Operated
- Nationally Owned with a Vermont Branch or Franchise

PART B

Vendor Product Code Form

Use this section to indicate products and/or services your company provides.



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Federal law requires that we have on file a W-9 form with the Employer ID number or Social Security number and signature for each person to whom the University makes payment. Please complete this form and FAX it to the Procurement office at (802) 656-8684.

*****Payments will not be processed until this form is received*****

SECTION 1: VENDOR INFORMATION

We require either the individual's name/Social Security number or the company's name/Federal Employer ID number, as they appear on your income tax return.

PLEASE PRINT LEGIBLY

COMPANY NAME			
DBA NAME			
Federal EIN <i>OR</i>			
----- Social Security #			
	Address to send QUOTE:	Address to send PURCHASE ORDER:	Address to send INVOICE PAYMENTS:
PO Box			
Street Address			
City			
State, Zip			
PHONE Number to place orders	()		
FAX Number to place orders	()		
Website			
	NAME	PHONE NUMBER	E-mail address
Contact Person for ORDERS		()	
Contact Person for BILLING		()	

SECTION 2: VENDOR TERMS**YES NO**

1.	Does your company have electronic ordering capabilities?		
2.	Does your company have electronic invoicing capabilities?		
3.	Does your company have electronic remittance capabilities?		
4.	Does your company accept MasterCard?		
5.	What are your standard invoicing terms? Net ___days / Discount percent ___% / Discount Days ___ Other _____		

SECTION 3: BUSINESS CLASSIFICATION

1.	Is your company founded and operated in Vermont?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	Is your company nationally owned with a branch/franchise in Vermont?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	Business Description	<input type="checkbox"/>	Corporation
		<input type="checkbox"/>	Not-for-profit
		<input type="checkbox"/>	Partnership
		<input type="checkbox"/>	Sole Proprietorship
4.	Business Classification:	<input type="checkbox"/>	Large
		<input type="checkbox"/>	Small
5.	If small, select from the following:	<input type="checkbox"/>	Women-owned
		<input type="checkbox"/>	Minority owned
		<input type="checkbox"/>	Disadvantages

(Note: Ownership must be 51% or above to claim these classifications)

Certification: Under penalties of perjury, I certify that: (1) The number shown above is my correct taxpayer identification number; (2) I am not subject to backup withholding because I: (a) I am exempt from backup withholding or (b) I have not been notified by the IRS that I am subject to backup withholding and (3) I am a U.S. person (including a U.S. resident alien).

Signature	Date
Name	
Title	

**FEDERAL LAW REQUIRES THAT YOU PROVIDE US WITH AN ACCURATE REPLY
The IRS may impose a penalty of up to \$500 for non-compliance or for supplying false information**

INTERNAL USE ONLY - VENDOR NUMBER:**DATE:**

VENDOR PRODUCT CODE FORM – PART B

Use this form to indicate the products/services your company provides. Circle all applicable codes. If the particular product/service that your company provides is not listed, please write a brief description of the product/service in the “Other” section.

0005 ABRASIVES	0310 ENVELOPES, PLAIN OR PRINTED
0010 ACOUSTICAL TILE/INSULATING MATERIAL	0320 FASTENERS/DEVICES/STITCHING/STRAPPING
0015 COPYING MACHINE SUPPLIES	0325 FEED FOR ANIMALS & FISH
0020 AGRIC EQUIPMENT/ACCESSORIES/PARTS	0330 FENCING
0025 AIR COMPRESSORS, ACCESSORIES & PARTS	0335 FERTILIZERS AND SOIL CONDITIONERS
0031 AIR COND, HEATING & VENTILATING	0340 FIRE PROTECTION EQUIP AND SUPPLIES
0035 AIRCRAFT/EQUIP/PARTS/AND SUPPLIES	0345 FIRST AID EQUIPMENT & SUPPLIES
0040 ANIMALS: FISH	0350 FLAGS/FLAGPOLES/BANNERS/ACCESSORIES
0045 APPLIANCES/EQUIP, HOUSEHOLD TYPE	0360 FLOOR COVERINGS, EQUIP AND SUPPLIES
0050 ART EQUIPMENT AND SUPPLIES	0365 FLOOR MAINTENANCE EQUIP & SUPPLIES
0055 AUTOMOTIVE & ACCESSORIES	0375 FOODS, BAKERY PRODUCTS (NOT FROZEN)
0060 AUTOMOTIVE PARTS	0380 FOODS, DAIRY PRODUCTS, FRESH
0065 AUTO AND TRUCK BODIES & ACCESSORIES	0385 FOODS, CONVENIENCE
0070 AUTOMOTIVE FLEET EQUIPMENT	0390 FOODS, PERISHABLE
0072 AUTOMOTIVE: TRAILERS	0395 FORMS/CONTINUOUS/SNAP-OUT & BINDERS
0074 AUTO MINIVEHICLES, CYCLES & OFFROAD	0400 FOUNDRY CASTINGS, EQUIP & SUPPLIES
0075 AUTO: SHOP EQUIPMENT AND SUPPLIES	0405 FUEL, OIL, GREASE AND LUBRICANTS
0080 BADGES, PATCHES, INSIGNIAS & I.D.	0410 FURNITURE, HOSPITAL-SPECIALIZED
0085 BAGS & BAGGING	0415 FURNITURE, LABORATORY-SPECIALIZED
0090 BAKERY EQUIPMENT, COMMERCIAL	0420 FURNITURE, NON-OFFICE
0095 BARBER & BEAUTY EQUIPMENT & SUPPLIES	0425 FURNITURE, OFFICE VARIOUS TYPES
0100 BARRELS, DRUMS, KEGS, AND CONTAINERS	0430 GASES: MEDICAL, LAB & SPECIALTY
0105 BEARINGS (EXCEPT WHEEL SEE CLASS 0060)	0435 GERMICIDES, HOSPITAL
0110 BELTS, BELTING AND V-BELTS	0440 GLASS & GLAZING SUPPLIES
0120 BOATS, MOTORS & MARINE SUPPLIES	0445 HAND TOOLS (NOT OTHERWISE CLASSIFIED)
0125 BOOKBINDING SUPPLIES	0450 HARDWARE AND ALLIED ITEMS
0135 BRICKS, CLAY & STONE PRODUCTS	0460 HOSE, EXCEPT AUTO/FIRE/PAINT/WELD
0150 BUILDER'S SUPPLIES	0465 HOSPITAL EQUIPMENT
0155 BUILDINGS, FABRICATED	0470 VISUAL/AUDITORY AIDS & EQUIP/PROSTHESES
0165 KITCHEN/CAFETERIA EQUIP/COMMERCIAL	0475 HOSPITAL & SURGICAL SUPPLIES
0175 LAB EQUIPMENT & SUPPLIES, GENERAL	0485 JANITORIAL SUPPLIES
0190 BULK CHEMICALS	0490 MAJOR LAB EQUIPMENT & ACCESSORIES
0192 CLEANING COMPOSITIONS AND SOLVENTS	0493 ENVIRONMENTAL MONITORING EQUIP
0193 CLINICAL LAB REAGENTS AND TESTS	0495 LABORATORY AND FIELD EQUIPMENT
0195 CLOCK, ALL TYPES	0500 LAUNDRY/DRY CLEANING EQUIP
0200 CLOTHING AND APPAREL	0505 LAUNDRY AND DRY CLEANING SUPPLIES
0205 COMPUTER HARDWARE, PURCHASE ONLY	0515 MOWERS AND LAWN EQUIPMENT
0206 COMPUTERS: LEASE/ PURCHASE, RENTAL	0525 LIBRARY MACHINES AND SUPPLIES
0210 CULVERTS AND CONCRETE PRODUCTS	0526 LICENSE PLATES AND OTHER VEHICLE ID
0215 COMPUTER SOFTWARE, PACKAGED	0530 BRIEFCASES & LUGGAGE
0220 SCIENTIFIC INSTRUMENTS	0540 LUMBER & RELATED PRODUCTS
0225 COOLERS, DRINKING WATER	0545 MACHINERY AND HEAVY HARDWARE
0240 CUTLERY, DISHES, FLATWARE, GLASSWARE	0550 MARKERS/SIGNS/TRAFFIC CONTROL DEV.
0245 DAIRY EQUIPMENT AND SUPPLIES	0560 MATERIAL HANDLING EQUIPMENT
0255 DECALCOMANIAS	0570 METALS: BARS, SHEETS, RODS, ETC.
0260 DENTAL EQUIPMENT AND SUPPLIES	0575 MICROFICHE/MICROFILM/EQUIP & SUPPLIES
0265 DRAPERY/CURTAIN/UPHOLSTERY MATERIAL	0595 NURSERY STOCK, EQUIPMENT & SUPPLIES
0270 DRUGS/PHARMACEUTICALS-HUMAN USE	0600 OFFICE MACHINES/COPIERS/ACCESSORIES
0271 DIETARY SUPPLEMENTS	0605 OFFICE MECHANICAL AIDS/SMALL MACHINES
0275 EDIBLE FOODS, STAPLES	0610 CARBON PAPER AND RIBBONS
0280 ELECTRICAL CABLES & WIRES	0615 OFFICE SUPPLIES, MISCELLANEOUS
0285 ELECTRICAL EQUIPMENT AND SUPPLIES	0620 ERASERS, PENS & PENCILS
0287 ELECTRONIC COMPONENTS & ACCESSORIES	0625 OPTICAL EQUIPMENT AND SUPPLIES
0290 ENERGY COLLECTING EQUIP, SOLAR/WIND	0630 PAINT, VARNISH, WALL- PAPER, COATINGS, ETC
0295 ELEVATORS, BUILDING TYPE	0635 PAINTING EQUIPMENT AND ACCESSORIES
0300 EMBOSSING AND ENGRAVING	0640 PAPER AND PLASTIC PRODUCTS, DISPOSABLE
0305 ENGINEERING & SURVEYING EQUIPMENT	0645 PAPER (FOR OFFICE AND PRINT SHOP USE)

0650	PARK & PLAYGROUND EQUIPMENT	0805	SPORTING AND ATHLETIC GOODS
0655	PHOTOGRAPHIC EQUIPMENT AND SUPPLIES	0810	SPRAYING EQUIPMENT
0665	PLASTICS AND RELATED EQUIPMENT	0815	STEAM/HOT WATER SPECIALTIES/SUPPLIES
0670	PLUMBING EQUIP, FIXTURES & SUPPLIES	0820	STEAM BOILERS/HEATING/POWER PLANT
0675	HERBICIDES & PESTICIDES	0830	TANKS (METAL/WOOD/SYNTHETIC)
0680	POLICE EQUIPMENT AND SUPPLIES	0835	TELECOMMUNICATIONS EQUIP & SUPPLIES
0695	PRINTING AND SILK SCREENING	0840	TELEVISION/VIDEO EQUIP/ACCESSORIES
0700	PRINTING PLANT EQUIPMENT/SUPPLIES	0845	TESTING APPARATUS AND INSTRUMENTS
0715	PUBLICATIONS & BOOKS	0850	TEXTILES, LINENS AND PIECE GOODS
0720	PUMPS AND PUMP ACCESSORIES	0863	TIRES AND TUBES
0725	RADIO EQUIPMENT AND ACCESSORIES	0865	ROPE/TWINE/SLINGS/EXCEPT WIRE
0730	ELECTRONIC TESTING EQUIPMENT & PARTS	0870	VENETIAN BLINDS, AWNINGS, AND SHADES
0735	RAGS, SHOP TOWELS, AND WIPING CLOTHS	0875	VETERINARY EQUIPMENT AND SUPPLIES
0740	REFRIGERATION EQUIP AND ACCESSORIES	0880	VISUAL EQUIPMENT AND SUPPLIES
0745	HIGHWAY BLDG MATERIALS (ASPHALTIC)	0883	WASTE AND REFUSE EQUIPMENT & PARTS
0750	HIGHWAY BLDG MATERIALS, NOT ASPHALTIC	0885	WATER TREATING CHEMICALS
0755	HIGHWAY EQUIP/PARTS/ASPHALT/CONCRETE	0890	WATER SUPPLY/SEWAGE TREATMENT EQUIP
0760	HIGHWAY EQUIP GRADING/EARTH HANDLING	0894	WELDING EQUIPMENT, GASES & SUPPLIES
0765	HIGHWAY EQUIP (EXCEPT CLASS 755 & 760)	0898	RADIOLOGICAL EQUIPMENT AND SUPPLIES
0770	ROOFING, NON-WOOD	0902	ADVERTISING
0772	SAFETY EQUIPMENT AND SUPPLIES	0913	CONSTRUCTION SVCS LABOR/MATERIAL
0775	SALT (EXCEPT FOOD & SIDEWALK SALT)	0916	DATA PROCESSING SERVICES
0780	SCALES & WEIGHING APPARATUS	0932	FINANCIAL SERVICES
0785	SCHOOL EQUIPMENT AND SUPPLIES	0956	COMPUTER MAINTENANCE AND REPAIR
0790	SEED, SOD, SOIL, AND INOCULANTS	0980	RENTAL OF EQUIPMENT
0795	SEWING/TEXTILE MACHINERY/ACCESSORIES	0990	TELECOMMUNICATIONS SERVICES
0800	SHOES AND BOOTS	1000	OTHER
0803	SOUND SYSTEMS/COMPONENTS/ACCESSORIES		