

## VENDOR INFORMATION

1. REQUESTOR:

2. SERVICE:

3. EXTENSION:

4. VENDOR NAME:

Doing Business As/Legal Name:

5. VENDOR ADDRESS

Physical Location:

Mailing Address:

City:

State/Zip:

6. VENDOR TAX IDENTIFICATION NO. or  
SOCIAL SECURITY NUMBER:

**(Mandatory field must enter one or the other)**

TIN:

SSN:

7. VENDOR PHONE & FAX NUMBER:

Phone:

Fax:

Email: :

8. PAYMENT STREET ADDRESS:

Address:

City:

State/Zip:

9. POINT OF CONTACT:

10. ACCOUNT NUMBER:

11. Does Vendor have an existing contract?  YES  NO

If answer is YES, please enter Contract Number: \_\_\_\_\_

**(i.e. GS-, V797 or any other contract with payment terms N/30 and expiration date)**

Beginning Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

FOB:  Destination  Origin

Prompt Payment Discount: \_\_\_\_\_ **(i.e. 2%/10; 1%/20 or N/30)**

12. 1099 Vendor Indicator:  YES **(Always YES except if FEDERAL Government)**  NO

13. Business Type (FPDS) **(Must check one)**:  Small  Large  Outside VA  Other Entities

14. Socioeconomic Group: **(Please check all that apply)**

Sm Disadvantage Bus

Javits-Wagner-O'Day

Hubzone Small Business

Veteran-Owned Small Bus

Woman-Owned Small Business

Historically Black College & Univ./Min Institute

Veteran-Owned Large Bus

Woman-Owned Large Business

None of the other business

Veteran-Service Disabled

15. Purchase Card Accepted  YES  NO

16. DUN and BRADSTREET NUMBER: \_\_\_\_\_

**(Mandatory-if vendor does not have one they need to go to <http://www.dnb.com> to register.**

17. Is Vendor registered with Central Contractor Registration (CCR)?  YES  NO

**(Mandatory-if vendor is not registered they can accomplish the task at: <http://www.ccr.gov> to register.**

18. Before we may enter any new vendor information within the VA database the **mandatory registration sites shall be checked** along with the status of the vendor's ability to do business within the Federal Government. Failure to check the mandatory field(s) could result in administrative action. The following two sites are your final check .

<http://epls.arnet.gov/> & <http://exclusions.oig.hhs.gov/>