

Palm Beach Atlantic University, Procurement Dept.

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### Vendor/Supplier Information

All prospective vendors must provide all required information for the Procurement department to determine whether you or your company will become a vendor/supplier in the Palm Beach Atlantic University database. The Procurement department reserves the right to decline a request to add a new vendor and may determine that it's not in the best interest of the University if the goods/services are already available from a University preferred contracted vendor. An approved vendor is one that, at a minimum, meets many of the vendor selection criteria (i.e., pricing, billing terms, order fill rate, return goods policy, etc.) established by the Procurement department. The Department strives to ensure a diverse supplier base that is responsive, responsible, and qualified to meet the business requirements of the University.

In order to become an approved vendor/supplier in the Palm Beach Atlantic University database, complete the Vendor Questionnaire and submit it to the Procurement department, along with a **completed W-9, Certificate of insurance, and List of references with contact information**. The documentation will be reviewed and approved or denied by the Procurement Department. Palm Beach Atlantic University reserves the right to reject a vendor request at its sole discretion. Upon acceptance of the questionnaire, you may be asked to provide additional business/tax information as deemed necessary.

### Vendor Profile Questionnaire:

**Instructions:** Fill in all spaces (insert "N/A" in blocks that are not applicable). Type or print all entries. Carefully read and follow all the information and instructions.

New Application \_\_\_\_ Change of Information \_\_\_\_ Date of Application \_\_\_\_\_

Company Name _____ Address _____ City _____ State _____ Zip _____ Website _____	Mailing Address (If different from Company Address) Address _____ City _____ State _____ Zip _____
Point of contact _____ Title _____ Phone # _____ Fax # _____ E-mail _____	Remittance Address (If different from above) Address _____ City _____ State _____ Zip _____

A) Briefly describe the commodities or services that you wish to offer the University

B) What separates your company from other similar vendors?

C) What discounts or special offers are available to PBA? Is your company a member of any purchasing cooperatives?

**Payment Terms:** The University's standard payment term is Net 30. Payment term is calculated from invoice receipt date or delivery date of goods/services, whichever is later. Original invoices must be sent to the University's Accounts Payable office within 30 days of delivery of goods or completion of services. Does your company agree to abide by the University's terms? Yes \_\_\_\_ No \_\_\_\_

**Reference List:** Attach a separate sheet, if necessary.

Name, Title	Company	Phone	Email

**Certification by Vendor/Supplier:**

I certify that the information supplied herein, including all attachments, is correct to the best of my knowledge. I further certify that in doing business with Palm Beach Atlantic University my company is in compliance with Chapter 112, Florida Statutes in regards to conflict of interest and I agree with the University's purchase order terms and conditions.

Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Vendor Categories**

Please check one (REQUIRED) primary category which applies to your business.

Level 1 Category:

Level 2 Categories:

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