VENDORS/SUPPLIERS PROFILE INSTRUCTIONS

A completed Vendor/Supplier Profile form must be submitted to the Office of Purchasing prior to a supplier being considered an approved supplier. Please type or print all information.

Step 1:
• Indicate whether this is a “New Submission” or a “Profile Update” where indicated.

Step 2: Company Information
• Fill in Company Name, Contact Name and Title, mailing Address, Phone, Fax, Email and Website if applicable.

Step 3: Remit To Information
• Indicate address to which payments will be mailed, Phone and Fax.
• Indicate Payment Terms (Net 30, Receipt of Invoice, etc.)
• Answer whether or not credit card payments are accepted.

Step 4: Business Type
• Indicate type of business operation; i.e., Corporation, Partnership, Sole Proprietor, Non-Profit
• Fill in Federal Employee Identification # or Social Security # depending on your business type.
• Indicate which primary industry your company participates in; i.e., Construction, Non-Construction Goods & Services or Professional Services
• Complete number of years in present business, number of employees and annual sales
• Indicate Ownership Classification; check all that apply. You may use the definitions attached to the Vendor/Supplier profile form to determine classification.

Step 5: Key Contacts
• List the name, title and phone numbers of those personnel in your company who are authorized to sign bids, offers and contracts.

Step 6: References
• List three references with who you have done business with during the past 12-18 months.

Step 7: Certifications
• List any certifications your company has and attach a copy of the certification to the profile form.

Please sign and date and return either by mail or to the fax number list at the bottom of the Profile form.

Thank you,
Office of Purchasing
Delaware State University