



Person Requesting _____ Date _____ Assign Vendor # _____ (Complete by Purchasing Officer)
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New Vendor Number Creation Form

This form asks for information necessary for entering a new vendor into the purchasing system. After this form is filled out in full, send it to the NTU Purchasing Officer who will then give you the individual vendor number to use for new vendor. Please print clearly.

PART I

Name of Vendor _____
 Person to Contact _____
 Address of Vendor _____
 2nd line of Address _____
 City _____
 State Code _____
 Zip Code _____
 Country _____
 Telephone # & Ext. _____
 Email _____
 FEDERAL ID #: _____ NM CRS # _____

If the **BILL TO:** address is different from the **SHIP TO:** address
 Fill in the next information, otherwise, skip to PART II.

Remit to _____
 Address of Vendor _____
 2nd line of Address _____
 City _____
 State Code _____
 Zip Code _____
 Country _____
 Telephone # & Ext. _____
 Email _____

PART II Will the Vendor give NTU a discount for:

Education Discount _____ % or \$ _____ for _____ quantity.
 Quantity Discount _____ % or \$ _____ for _____ quantity.

I. Is a **Credit Application** required from the vendor and if so, please have it emailed to:

Purchasing Officer: cmorgan @navajotech.edu
 or have the form sent to:
 Navajo Technical University
Business Office
 PO Box 849
 Crownpoint, NM 87313

- I.a. Does the Vendor require PRE-PAYMENT prior to shipping? YES / NO (This will take an extra week)
- 2 If a Non-Taxable Transaction Certificate is required by the Vendor. (This is so, NTC is not charged for Sales Tax)
 Please answer YES OR NO, and if the address is different from above or is it needs to go to a special department, or a certain person. Please give that information above next to the "Remit to:" address.
- 3. What is the primary product or service from the vendor: _____
- 4. What is the Secondary product or service from the vendor: _____
- 5. Is the Vendor: (a) NAVAJO OWNED (b) MINORITY BUSINESS (c) SMALL BUSINESS