**Bear e-Buy New Vendor Form**

Submit the completed form via email to bearebuy@shawnee.edu

*Instructions to send via email: After filling out form, click ALT+F,D,E*

**SSU Contact Information**

Name       Department       Phone

**New Vendor Information**

Company/Individual Name

DBA       Federal Tax ID Number OR SS#

Address       City       State       Zip

Phone No.       Fax No.

Email       Website Address

***Remit to (payment) address:*** *(if different from above)*

Address       City       State       Zip

**Preferred method of purchase order distribution:**[ ]  Fax [ ]  Email [ ]  Mail

**Preferred method of payment:**[ ]  Purchase Order [ ]  P-Card

**IMPORTANT! Provide a brief description of the item(s) that will be purchased from this vendor, and check all boxes that apply, below.**

[ ]  Athletic training supplies [ ]  Lab supplies

[ ]  Computers [ ]  Medical or scientific equipment or supplies

[ ]  Copiers/printers/scanners [ ]  Office/classroom/lab furniture

[ ]  Custodial/janitorial/MRO equipment or supplies [ ]  Office supplies

[ ]  Custom promotional items [ ]  Telephones

**Supplier Class** *(Check all that apply)*

[ ]  Construction [ ]  Ohio-Certified MBE

[ ]  Disabled Business [ ]  Other Minority Certification

[ ]  Disabled Veteran-Owned Business [ ]  Small Business

[ ]  Governmental Entity [ ]  Small Disadvantaged Business

[ ]  Not-For-Profit Association [ ]  U. S. Business

[ ]  Ohio Business [ ]  Veteran-Owned Business

[ ]  Ohio-Certified EDGE [ ]  Women/Female Owned

**An email will be sent to you to confirm addition of the vendor to Bear e-Buy**