**Bear e-Buy New Vendor Form**

Submit the completed form via email to [bearebuy@shawnee.edu](mailto: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**