



GLWA Procurement

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Document Title:
Vendor Registration Form

Document Owner/Department:
Procurement Team

General Information

Vendor Legal Name: New Change Add New Site

Trade Name (Doing Business As): Vendor Code:

Provider of: Goods Services Goods/Services *If Services, type of service provided:*

Type of Organization (check only one)

Individual – US citizen or US permanent resident (“green card”)

Individual – Non-US citizen or Non-US permanent resident (“foreign”)

Sole Proprietorship Partnership (US) Corporation Government Agency

Non-US Corporation: Partnership (US) Corporation Government Agency

Vendor Contact Information:

Mail Payments to: **Business Address: (if different from payment address)**

Line 1: Line 1:

Line 2: Line 2:

City/State/Zip: City/State/Zip:

Country: Country:

Contact Information:

Acct. Rec. - Name: Phone: Email:

Customer Serv. - Name: Phone: Email:

Sale/Other - Name: Phone: Email:

URL (Web Address):

Country of Permanent Resident *(for Non-US payees):*

Notes/Special Instructions:

Vendor Authorization:

Printed Name: Title: Phone: Date:

Signature:

-----For Procurement Only-----

Verified Vendor’s Business Address

DUNS Check Completed www.sso.dnb.com/app/.

Procurement Authorization:

Printed Name: Title: Date:

Signature:

Authorizer: I certify that I have reviewed this request, have found it in compliance with GLWA policies and procedures and hereby authorize this request. **Please note that the GLWA Vendor Registration Form must be completed electronically (not handwritten) for processing.**