

VENDOR INFORMATION SHEET

THE FOLLOWING INFORMATION IS REQUIRED:

Note: Vendor name and address should reflect the exact name and address used on IRS tax documentation and as a registered entity in SAM.gov.

VENDOR NAME: _____
(please print)

MAILING ADDRESS: _____

REMIT TO ADDRESS: _____

WEBSITE: _____

VENDOR POINT OF CONTACT NAME: _____

E-MAIL ADDRESS: _____

PHONE NO: _____

UNIQUE ENTITY ID: _____

NOTE: If your business does not have a Unique Entity ID (UEI), please view the following videos for further information and instructions: [Get a Unique Entity in SAM.gov](https://www.youtube.com/watch?v=ewNlu2N5Sgo) and/or [Purpose of Registration Overview](https://www.youtube.com/watch?v=bcFKzH8sldM)*

PAYMENT METHOD:

MC/GPC (Government Purchase Card)**

GPC POC: _____

EFT (Electronic Funds Transfer)

Phone: _____

Check (sent via mail)

PAYMENT TERMS: NET 30 or NET _____ with _____ % discount

GSA Contract # _____ AFNAF Contract # _____
(If applicable) (If applicable)

Vendor Name / Title Signature Date

*If the hyperlinks do not work, please copy the following website addresses to your preferred web browser to view the videos: <https://www.youtube.com/watch?v=ewNlu2N5Sgo> or <https://www.youtube.com/watch?v=bcFKzH8sldM>.

**Preferred Payment Method