Vendor Profile Form

This form is used to **add new vendors** to Gonzaga University's vendor database, or to **update existing vendor information**. Payments and purchase orders can only be issued to vendors once they are approved and entered into the system.

INSTRUCTIONS:

- **Vendor**: complete the form below and return, **with a current** IRS W-9 form, (o*r W-8BEN for companies outside the United States*) to your Gonzaga contact.

- **GU Requester**: attach this form and the W9/W8-BEN to your purchase request or invoice in Concur, and use "NEW VENDOR - TEMORARY" as your vendor. Purchasing or Accounts Payable will update the vendor once it is established in the system.

Please choose: ☐ New Vendor ☐ Change in vendor information

Date:

Vendor Name:

Vendor Tax ID:

Sales Contact Name:

Sales Contact Email:
(used to transmit all purchase orders)

Sales Contact Number:

Billing Contact Name:
(if different from PO)

Billing Email:

Billing Phone Number:

Billing Street Address:

Billing City, State, Zip:

Type of Business:

Do you collect Washington State Sales Tax?

How do you accept payment?   Credit Card   ACH   Check

Click here for the University's current PO Terms and Conditions. Questions regarding this form can be sent to purchasing@gonzaga.edu.