**Colgate University * Vendor Profile Form**

<table>
<thead>
<tr>
<th>Name of Firm:</th>
<th>Federal ID Number (FEIN) or Social Security Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Purchase Order Mailing Address</th>
<th>Remit Payments To: (leave blank if same)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Post Office Box/Street Address:</th>
<th>Post Office Box/Street Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City/State/Zip</th>
<th>City/State/Zip</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Telephone Numbers:</th>
<th>FAX Numbers:</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>E-Mail Address:</th>
<th>Contact Person:</th>
</tr>
</thead>
</table>

**Electronic Ordering Capability?** Y____ N____  **Electronic Invoicing Capability?** Y____ N____

Note: Colgate University prefers to pay invoices via ACH (Automatic Clearing House) Please provide your ACH information:

____________________________________________________________________________________________________________

**Business Classification** (mark all that apply)

<table>
<thead>
<tr>
<th>Corporation</th>
<th>Partnership</th>
<th>Proprietor</th>
<th>Non-Profit</th>
<th>Other: (please describe)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Business</td>
<td>(A business concern that exceeds the small business size code SBA)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Business</td>
<td>(A business concern that is independently owned &amp; operated &amp; meets SBA)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disadvantaged</td>
<td>(A business concern that is at least 51% owned by socially or economically disadvantaged individuals)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women Owned</td>
<td>(A business concern that is at least 51% owned by a woman or women who control and operate it)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minority Owned</td>
<td>(A business concern that is at least 51% owned by African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans or Minorities)</td>
<td></td>
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</tr>
</tbody>
</table>

**Description of Products or Services (or provide linecard):** ______________________________________________________________________

**What are your standard payment terms?** _______________________ **Credit Card Payment Accepted:** Y____ N____

(Colgate University will not normally accept payment terms of less than Net 30, unless discount is offered)

**What are your standard shipping (FOB) terms?** ______________________________________________________________________________

(Colgate University prefers an FOB Destination and/ or an FOB Destination with freight prepay and add)

Form completed by: ___________________________  Title: ___________________________  Date: ___________________________

**Please complete this form & return to:**

**Colgate University Purchasing Dept.**
**13 Oak Drive**
**Hamilton, New York 13346**

OR – EMAIL – purch@mail.colgate.edu
OR – FAX: (315) 228-7828