



COLGATE UNIVERSITY

Vendor Profile Form

New Vendor Qualifications for Material and/or Service Acquisitions

The undersigned Vendor certifies that the information herein is true, complete, and accurate.

Vendor Legal Name: _____

D/B/A: _____ **Federal Tax ID/TIN:** _____

If a SS#, please mail the form to us.

Business Address: _____

Phone: _____ **Fax:** _____

Email (Provide email address that will be authorized to receive Purchase Orders): _____

Point of Contact: _____

A/R or Accounting Contact: _____

Remit to address (if different from above): _____

In the space provided below, please describe the product, service, or specialty that your company offers.

Please include the first 4 digits of the UNSPSC code: _____

(Use this website to search for your code <http://www.unspsc.org/search-code>) _____

Dun and Bradstreet Number (if any): _____

Years in business under present name: _____

Bank References: _____

Address: _____

Contact Name: _____

Contact Phone: _____

Has your firm had any judgments, claims, arbitration proceedings, or suits pending or outstanding over the last five (5) years? If yes, explain with amount of claim and brief description.

List any/all information regarding lapse, revocation, denial, debarment or other negative action in connection with any required certification which has occurred over the last five (5) years.

Colgate University may, upon request, require a copy of vendor's financial statement (assets/liabilities) preferably audited.

COLGATE UNIVERSITY

Please indicate your organization's type or status below (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Minority Business (MBE) |
| <input type="checkbox"/> Small Business | <input type="checkbox"/> Disadvantaged Business Enterprise (DBE) |
| <input type="checkbox"/> Large, Minority (LM) | <input type="checkbox"/> Small Disadvantaged (SDBA) |
| <input type="checkbox"/> Small, Minority (SM) | <input type="checkbox"/> Small Disadvantaged, Hispanic American (SDHA) |
| <input type="checkbox"/> Historically Black Colleges/University (HBCU) | <input type="checkbox"/> Small, Disadvantaged, Subcontinent-Asian American |
| <input type="checkbox"/> Small Disadvantaged Native American (SDNA) | <input type="checkbox"/> Female Business Enterprise (FBE) |
| <input type="checkbox"/> Large, Minority, Woman-Owned (LMW) | <input type="checkbox"/> Small, Minority, Women (SMW) |
| <input type="checkbox"/> Large, Non-Minority, Woman-Owned (LNW) | <input type="checkbox"/> Small, Non-Minority, Women (SNW) |
| <input type="checkbox"/> Small, Non-Minority (SN) | <input type="checkbox"/> Large, Non-Minority (LN) |
| <input type="checkbox"/> Disabled Owned Business | <input type="checkbox"/> Veteran Owned Business |
| <input type="checkbox"/> Small, Disadvantaged (SDV) | <input type="checkbox"/> Veteran-Owned Small Business Concern (VOB) |
| <input type="checkbox"/> HUB Zone | <input type="checkbox"/> Woman Owned Business Enterprise (WBE) |
| <input type="checkbox"/> Americans with Disabilities Act (ADA) | <input type="checkbox"/> Limited Liability Partnership Joint |
| <input type="checkbox"/> Independent Contractor | <input type="checkbox"/> Other (Please explain below) |

Does Vendor's business currently have a Vendor Diversity Program in place? Yes No

If Vendor answered "yes", please provide the name and telephone number of Vendor's Program Coordinator: _____

W-9: Please attach your W-9 with this qualification form. If the Tax ID contains a SS#, please mail the form to the Colgate Purchasing office address listed below.

Certification

I certify that:

1. The number shown on this form is my correct taxpayer identification number.
2. I have read, reviewed, and accept the Colgate University Purchasing Terms and Conditions: <http://www.colgate.edu/offices-and-services/purchasing>

Signature: _____

Name (Print): _____

Title: _____

Date: _____

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

Telephone: 312-228-7838, Fax: 315-228-7828

Email: purchasing@colgate.edu

Visit our website at <http://www.colgate.edu/offices-and-services/purchasing>