

Vanderbilt University Medical Center Medical Supply Sourcing

New Supplier Information:

You have been identified as a new supplier to Vanderbilt University. A new supplier record must be set up in our Procurement and Payables system before we can process purchase orders or pay your invoices. We require you to fill out IRS form W-9 including your TIN or Social Security number (whichever is appropriate) and to sign the form.

We also require to following information:

1. Your company's ordering and remitting address(s) along with your company's telephone, fax and email address for ordering.
 - a. Ordering Address: _____
 - b. Remit to Address (if different): _____
 - c. Company Phone: _____
 - d. Company Fax: _____
 - e. Company Email: _____
2. A copy of your company's signed W-9.
3. Please indicate choice for payment options (option details are listed on email). _____
4. Our payment terms are Net-45. If shipping charges ordinarily apply, ship to Bill 3rd Party via FedEx **account #216236823. FOB Destination. Insert our PO# in the recipient 2nd address field.**
5. Is your business its own entity or is it affiliated with another company (parent company or subsidiary)? _____
6. Does your company qualify for any of the following Diversity classifications? (please check all that apply) _____

Diversity Classification			
Not Applicable		8(A) Designation	
HUB Zone Certified (HUBZ)		Small Business (SBE)	
Veteran Business (VBE)		Woman Owned Business (WBE)	
Disadvantage Business (DBE)		Other	

7. If you are a small business, has your company been registered with the Small Business Administration? If not please visit their website at www.sba.gov. _____
8. Has your company received any diversity certifications (i.e. TVA, TMSDC, NMSDC, NAWBO, WBENC, etc.) _____

Invoices should be sent to: Vanderbilt University Medical Center
 Disbursement Office
 B-706-A TVC
 Nashville, TN 37232-5617
 Telephone: 615-322-2911 Fax: 615-936-1877

Your completed W-9 form and responses to the above questions should be faxed or emailed to my attention ASAP: