



**Purchasing Department**

**One College Hill Road  
Newton, NJ 07860**

**Phone: 973-300-2110 - 973-300-2319  
Fax: 973-300-2312  
Email: purchasing@sussex.edu**

**NEW VENDOR INFORMATION**

Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Do you accept Purchase Orders?                      Yes    \_\_\_\_\_                      No    \_\_\_\_\_

Terms for Payment: \_\_\_\_\_  
(ie. Net 30, Net 10)

FEIN (Tax ID #): \_\_\_\_\_                                            Attach W-9 Form

NJ Business Registration Certificate:                      Yes    \_\_\_\_\_                      No    \_\_\_\_\_

Phone # \_\_\_\_\_                      Fax #: \_\_\_\_\_

Order Email Address: \_\_\_\_\_

Company Address:  
\_\_\_\_\_  
\_\_\_\_\_

Remit to Address: (If different than above)  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Subsidiary Company Name(s):  
\_\_\_\_\_  
(Please list any alternate company names)

Do you hold a NJ State Contract?                      Yes    \_\_\_\_\_                      No    \_\_\_\_\_

List Contract Number(s)                      \_\_\_\_\_                      \_\_\_\_\_

Are you a certified Small, Women, or Minority Owned Business?

Check any that apply:    SBE    \_\_\_\_\_                      WBE    \_\_\_\_\_                      MBE    \_\_\_\_\_