

## ILLINOIS INSTITUTE OF TECHNOLOGY – VENDOR APPLICATION FORM

The addition of a new vendor to the IIT Vendor Database is a controlled process that starts with a vendor approaching IIT directly (self nomination) or an IIT employee nominating a vendor of a desired good or service. While IIT encourages the identification of new vendors that may offer a competitive advantage for its buying needs, we also strive to limit the number of vendors. **Completion of this form does not mean you will be added to IIT's Vendor Database, only considered for addition.**

Vendors are added to the IIT Vendor Database when awarded their first purchase contract. Applications from vendors not added to the IIT Vendor Database will be discarded after one year from date of submission.

To be considered for nomination, a vendor must:

- Complete this new vendor application answering all questions
- Agree to the University's [Terms](#) and [Conditions](#) as posted at the [IIT Purchasing](#) website
- If chosen to work on IIT owned property, meet [IIT Insurance](#) requirements.
- Submit the properly executed application and any additional documents that may be required, directly to [IIT Purchasing](#).

IIT Purchasing will not unreasonably decline a request to add a vendor, however, it reserves the right to do so if:

- The good or service is already available from a vendor with a current IIT preferred contract
- Adding the vendor is not in IIT's best interest
- The vendor is excluded from conduction business with the U.S. Government.

**Applications must comply with IIT Policy [AP 108 Required IRS Forms for Vendor Payments](#)**

[http://iit.edu/policy\\_procedures/accounts\\_payable/ap\\_108\\_irsforms\\_vendpymts\\_9\\_26\\_2012.doc](http://iit.edu/policy_procedures/accounts_payable/ap_108_irsforms_vendpymts_9_26_2012.doc) **Required IRS Forms for vendor payments**

Required forms can be obtained by contacting the Internal Revenue Service directly at: <http://www.irs.gov/>

### Section I: Vendor Profile Information

	Legal Name (Name must be the same as filed with the IRS or the Social Security Administration as applicable):
	Business Name (complete only if doing business as d/b/a)
	Address ( <i>Include Company's Street, City State &amp; Zip Code – NO PO Boxes</i> ):
	Website URL:
	Phone#
	Fax #( <i>Must be a dedicated fax line to receive faxed PO's</i> )
	E-Mail:

	Company Product/Service:
	Sales Contact: Name & Title
	Do you accept MasterCard payments? Yes _____ No _____
	Remit-To Address for Payment: <i>(If Different than Line 2)</i>
	Federal Tax Identification Number (EIN) or Social Security Number (SSN)
	Is your company excluded from doing business with the U.S. Government? Yes _____ No _____

**Section II: Vendor Diversity Information**

IIT is committed to socially responsible purchasing practices that support local community based and diversity owned businesses. We appreciate your assistance by indicating your diversity and/ or small business classification below:

Asian \_\_\_ African American \_\_\_ Women Owned \_\_\_ Hispanic \_\_\_ Veteran \_\_\_ Small Business \_\_\_  
 Native American \_\_\_ Service Disabled Veteran \_\_\_ Physically Challenged \_\_\_ Other \_\_\_

If indicating classification as any of the diversity categories listed above, indicate the certifying agency or organization for you business (Minority Business Enterprise Council, Department of Transportation, or Small Business Administration, etc.)

Name of Certifying Agency	
Certification Expiration Date	

I, the undersigned as an authorized representative of the company listed above, agree to the Illinois Institute of Technology Purchase order Terms and Conditions referenced herein and certify that the information provided to Illinois Institute of Technology is current and accurate.

Print Name:	
Print Title:	
Signature:	
Date:	

Please fax this completed Vendor Application Form, W-9 form, and Small or Disadvantaged Business Certification Forms to IIT Purchasing Department, 312/567-6808.