

GONZAGA UNIVERSITY

PURCHASING VENDOR INFORMATION PROFILE (PVIP)

A fully completed Purchasing Vendor Information Profile form must be submitted for your firm to be placed on the Gonzaga University Vendor database or during the updating process, to remain in the database. Please fill in all information as completely as possible. Please print clearly or type the information below.

BUSINESS NAME:

MAILING ADDRESS: REMITTANCE ADDRESS:

TELEPHONE/FAX NUMBERS: CONTACT NAMES:

(800) _____

() _____ BUSINESS _____

() _____ FAX _____

_____ E-MAIL _____

_____ E-MAIL _____

_____ WEBSITE _____

TYPE OF BUSINESS:

___ INDIVIDUAL ___ PARTNERSHIP ___ CORPORATION (STATE OF _____)

SOCIAL SECURITY NUMBER (IF INDIVIDUAL) FEDERAL ID NUMBER (IF COMPANY)

IF INDIVIDUAL PLEASE ATTACH A W-9 FORM

OWNERSHIP INFORMATION:

___ MINORITY/DISADVANTAGE ___ WOMEN OWNED ___ SMALL BUSINESS
IN ORDER TO COMPLETE, YOU MUST ATTACH A COPY OF THE CERTIFICATION OR PROOF
OF STATEMENT NOTED ABOVE WHEN RETURNING THIS FORM.

FINANCIAL INFORMATION:

ANNUAL SALES VOLUME (TOTAL COMPANY) \$ _____
NET WORTH _____
CURRENT ASSETS _____
CURRENT LIABILITIES _____
INVENTORY VALUES _____
RATING D & B _____
S & P _____

PERSONNEL INFORMATION:

NUMBER OF EMPLOYEES _____ UNIONS REPRESENTED _____
CORPORATE OFFICERS _____

FACILITY INFORMATION:

PLANT—SQUARE FEET _____ WAREHOUSE—SQUARE FEET _____

DOES YOUR COMPANY ACCEPT PURCHASE ORDERS? ____YES ____NO
DOES YOUR COMPANY ACCEPT PURCHASING CARDS? ____YES ____NO
IF YES, WHICH ONE? ____VISA ____MASTERCARD
WHAT LEVEL OF PROCESSING EQUIPMENT DOES YOUR COMPANY USE?
____LEVEL I ____LEVEL II ____LEVEL III

PLEASE GIVE A BRIEF DESCRIPTION OF GENERAL TYPES OF COMMODITIES OR SERVICES
YOUR COMPANY CAN PROVIDE:

The undersigned certifies that the above information is true and correct to the best of
his/her knowledge and belief and where applicable attachments are current.

PRINT NAME DATE AUTHORIZED SIGNATURE

Please mail completed form and any attachments to: Or fax the information to:
Gonzaga University (509) 313-5953
Material Support Attn: Purchasing
AD Box 81
1004 N Ruby,
Spokane, WA 99258-0081