

University of Louisiana at Lafayette
Purchasing Office
Vendor Application Form



Vendor Name _____
[required]

Division/DBA _____

Business URL _____
[optional]

Tax ID Number [FEIN/SSN] _____
[required]

Taxpayer Identification Number (TIN) Certification *[ATTACH W-9 - required]*
(W-9 form MUST be attached for vendor application to be accepted.)

Check your responses to the three statements shown below, as made and certified on your attached Company's Federal IRS Form W-9.

Under penalties of perjury, I certify that:

- I am not subject to backup withholding.
- I am a U.S. person (including a U.S. resident alien).
- The number (FEIN or SSN) shown on this form is my correct taxpayer identification number.

Note: Additional information and instructions regarding these certifications are found on IRS Form W-9 which should be attached to this application form.

- I am a foreign company/person and do not have a SSN or FEIN.

Business Organization Type *[required; select one]*

- Corporation Corporation – Legal Services Corporation – Medical Services
- Limited Liability Company Individual Sole Proprietorship Partnership Other

Submitted By Name _____
[required]

Phone _____

Business Ownership Certification *[optional; check all that apply]*

- Minority Owned Business – Certification by the U.S. Government
- Woman Owned Business – Certification by the U.S. Government
- Small Business – Certification by the U.S. Government
- Veteran Owned – Certification by the U.S. Government
- Small and Emerging Business – Louisiana Department of Economic Development Certified
- Veteran / Hudson Initiatives Program – Louisiana Department of Economic Development Certified

Affidavit: By marking any 'Business Ownership Certification' on the UL Lafayette Vendor Application Form, the Vendor agrees to a self-certification process and solemnly affirms and attests that it possesses any claimed federal and/or state certification(s); and agrees to provide UL Lafayette with supporting evidence of such at any time upon request. The Vendor acknowledges that its willful and false claim of these certifications may result in contract cancellations and/or suspension or debarment proceedings. The Vendor further accepts the responsibility to promptly report any certification changes to the UL Lafayette Purchasing Office.

Mail-To Address [required; used by UL Lafayette to send solicitations, addenda, purchase orders, change orders, and purchasing correspondence via E-Mail, Fax, and/or USPS Mail]

Address _____

City _____

State _____ Zip Code / + 4 _____ / _____ Country _____

Phone/Ext _____ Toll Free/Ext _____

Fax _____ E-mail _____

Mail-To Contact [required]

Name and Title _____

Physical Address [required if different from Mail-To address information; used by UL Lafayette to send documents via courier/express service]

- Same as Mail-To Address Different as indicated below

Address _____

City _____

State _____ Zip Code / + 4 _____ / _____ Country _____

Phone/Ext _____ Toll Free/Ext _____

Fax _____ E-mail _____

Physical Address Contact [required]

- Same as Mail-To Contact Different as indicated below

Name and Title _____

Remit-To Address [required if different from Mail-To or Physical Address information; used by UL Lafayette Accounts Payable to send payments and accounting correspondence]

- Same as Mail-To Address Same as Physical Address Different as indicated below

Address _____

City _____

State _____ Zip Code / + 4 _____ / _____ Country _____

Phone/Ext _____ Toll Free/Ext _____

Fax _____ E-mail _____

Remit-To Contact [required if different from Mail-To or Physical Address contact information]

- Same as Mail-To Contact Same as Physical Contact Different as indicated below

Name and Title _____

Commodity Enrollment [required]

Vendors *must* enroll in at least one (1) commodity class-subclass; however, may enroll in as many as 16. A list of the commodity codes can be found on the purchasing website at purchasing.louisiana.edu. Click Vendor Page, then “doing Business with the University,” then Commodity Codes.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Notice to Prospective Bidders: All bidders shall be thoroughly familiar with the State of Louisiana “Purchasing Rules and Regulations” (www.doa.la.gov/osp/legalinfo/rulesregs.pdf) and shall take notice of the fact that all purchases of any kind shall be in strict accordance therewith and that they shall be binding upon both the University of Louisiana at Lafayette and the vendor.

In accordance with the provisions of R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of this Title, or the Louisiana Procurement Code under the provisions of Chapter 17 of this Title. By signing this application, the signatory is certifying compliance with R. S. 39: 2192.

I hereby certify that no officer, owner or employee has a substantial part of capital interest in the designated business and also is not an official or employee of any budget unit of the state of Louisiana and that all the information furnished is true and correct to the best of my knowledge.

Type or Print Name _____ Signature _____
Fax Number if Available _____ E-Mail _____



If you have any questions or need assistance with vendor enrollment, please contact the UL Lafayette Purchasing Office [ph (337) 482-5396 / fax (337) 482-5059 / e-mail purchasing@louisiana.edu]. Return your completed application, commodity enrollment form **AND** completed W-9 Form by e-mail or to:

**University of Louisiana at Lafayette
Purchasing Office
PO Box 40197
Lafayette LA 70504-0197**



Thank You For Enrolling With The University Of Louisiana At Lafayette!