



NEW VENDOR INFORMATION SHEET

The following information will be used by UPR Merchandise Division to load your company information into our Merchandise, Purchase Order and Accounts Payable computer systems. Please print clearly.

ORDER INFORMATION:

Company Name: _____
Address: _____
City/State: _____ Zip: _____
Phone: _____ Fax: _____
Country: _____
Contact Name: _____
E-mail Address: _____

PAYMENT INFORMATION:

Company Name: _____
Address: _____
City/State: _____ Zip: _____
Phone: _____ Fax: _____
Country: _____
Contact Name: _____
E-mail Address: _____
Federal ID Number: _____

Please do not write below this area – For UPR Use Only!

Vendor Number Assigned: _____ Date: _____

Input By: _____

P.O. Notes: _____

Receiving Notes: _____

Category Number: _____

Buying For: UO USH ONLINE ALL