

Vendor Entry Request  
Sinai/Northwest/Levindale

\_\_\_\_\_ New Vendor  
\_\_\_\_\_ Vendor Class  
\_\_\_\_\_ 1099 Vendor

\_\_\_\_\_ Current Vendor Change Request  
\_\_\_\_\_ Add a Remit Address  
\_\_\_\_\_ Inactive One Time Number and create a  
Permanent Number  
One Time Vendor # \_\_\_\_\_

Vendor # \_\_\_\_\_

Remit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchase Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ (obtain copy of W-9)

Registered MBE/WBE: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

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

AP Receiving Signature: \_\_\_\_\_

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