

VENDOR REGISTRATION INFORMATION FORM



I. Instructions

Please return BOTH FORMS (the completed Vendor Registration Information Form **AND** the [Commonwealth of Virginia Substitute W-9 Form](#) **OR** the [applicable IRS Withholding Form for foreign entities](#)) to:

University of Mary Washington
ATTN: Accounts Payable
1301 College Ave
Fredericksburg, VA 22401
Phone: 540-654-1224, Fax: 540-654-1168, Email: payables@umw.edu

Please Specify: ☐ New Application ☐ Revised Application

II. Vendor/Payee Identification

FEIN/SSN/TIN: _____ Vendors (payees) that are established as an individual, self-employed, or sole proprietorship must provide either their Social Security Number (SSN) or Taxpayer Identification Number (TIN). All other vendors, such as corporations or partnerships, must provide their Federal Employer Identification Number (FEIN).

Legal Name: _____

(Must match the Social Security Number, if applicable)

Trade Name: _____

(Must match the Social Security Number, if applicable)

III. eVA Vendor Registration Information

eVA is the gateway for vendors to conduct business with state agencies and public bodies. Vendors desiring to provide goods and/or services to the University of Mary Washington shall participate in eVA www.eva.virginia.gov.

eVA Registered? ☐ Yes ☐ No

If yes, what is your eVA vendor ID?

If you provide a good or service to the Commonwealth of Virginia (UMW) and are not a registered vendor in eVA, go to <https://eva.virginia.gov/pages/eva-registration-buyer-vendor.htm>. If you have any questions regarding this process, please contact Procurement Services at procure@umw.edu.

IV. Payment Information

Does the payee above accept credit cards for payments up to and including \$50,000? ☐ Yes ☐ No

Are you interested in being paid via ePayables? ☐ Yes ☐ No

Payment terms are more favorable at net 16 instead of net 30. For more information about ePayables, see <http://adminfinance.umw.edu/ap/epayables/> or email invoices@mail.umw.edu.

Invoices must be submitted directly to the Accounts Payable office. If invoices are sent to any department other than the Accounts Payable office, your payment could be delayed. Invoices should be sent by US Mail or sent to the Accounts Payable mailbox at invoices@mail.umw.edu. For faster payment options visit umw.edu/vendor.

V. Certification of Information Provided

Does the payee employ more than five people and will the contract be \$10,000 or more? ☐ Yes ☐ No

If yes, by signing this form, you agree to ensure contractor's employees complete the harassment training at <https://www.dhrm.virginia.gov/public-interest/contractor-sexual-harassment-training> as required by the Code of Virginia, §2.2-4201.

Signature _____

Print Name and Title _____

Date _____

AP.VRA.v9 - 09/20