

## New Vendor Information

Date: \_\_\_\_\_ Name of Vendor: \_\_\_\_\_

Owner/s: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code : \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

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

**Omaha Tribe of NE Account #:** \_\_\_\_\_

Issue a 1099? : \_\_\_\_\_ Federal Tax ID # : \_\_\_\_\_

**Must submit a W-9 form completed by Vendor/Contractor to add them to Abila. The Procurement Office must complete a Suspended/Debarred check on the SAM.Gov website.**

Program requesting to add new Vendor/Contractor: \_\_\_\_\_

Requestor: \_\_\_\_\_ Director: \_\_\_\_\_

### Finance Office Use Only

- Checked SAM.gov for Suspended/Debarred? Initials: \_\_\_\_\_
- Added to Abila Initials: \_\_\_\_\_
- Attached W-9 in Abila? Initials: \_\_\_\_\_