FLORIDA ATLANTIC UNIVERSITY
**Procurement Dept.**
777 GLADES ROAD, AD10/159
BOCA RATON, FLORIDA 33431-0991
PHONE: (561) 297-3080 • EMAIL: Supplier@fau.edu
http://www.fau.edu/procurement

# SUPPLIER APPLICATION - INFORMATION AND INSTRUCTIONS

**Supplier Application Required Documents:**

Potential vendors of FAU must complete the attached Supplier Application form to be added to the University's supplier network, or to update existing vendor records, such as business address, business certification status, etc.

To minimize delays in processing the vendor application, please submit the following documents:

1. IRS W-9 Form
2. IRS W-8 Form for Foreign Business Entities (http://fau.edu/controller/tax-services/payment-to-foreign-supplier-document)
3. State of Florida's Division of Corporation's Sunbiz website screenprint showing your businesses' active status or your firm's applicable home state's Division of Corporation
4. The firm's most current local business tax document
5. The firm's proof of small/minority/women's business certification, if applicable

The SAM.gov website (www.sam.gov), maintained by the U.S. Federal government, will be consulted to ensure that your firm has no related exclusion records. Also, the State of Florida's website (https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/vendor_registration_and_vendor_lists) regarding firms' suspension and/or debarment status will also be consulted.

**FAU's Active and Past Solicitations:**

FAU's utilizes an on-line sourcing system to post and receive active solicitations. Please visit FAU's website at @ fau.edu/procurement to complete supplier registration for solicitations.

**FAU's Policies and Procedures Applicable to Suppliers:**

In accordance with FAU Regulation 5.011 University Ethics: It is the policy of the University that no employee of the University may have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties in the public interest. @ https://www.fau.edu/compliance/ethics/

All University personnel engaged in Purchasing activities and their Supervisors are bound by the standards of conduct for public officers and employees set forth in Chapter 112, Part 3, F.S and University policy 7.2 Standards of Conduct. No full or part-time University employee who participates through decision, approval, recommendation or preparation of any part of a purchase request or who influences the content of any specification or procurement standard may contract with or become the agent contracting with the University.

All University procurement transactions are subject to FAU Regulation 6.008, Purchasing, regarding Public Entity Crimes. The University shall not accept competitive solicitation from, or purchase commodities and contractual services from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's Convicted Vendor List for a period of thirty-six (36) months from the date the person or affiliate was added to the Convicted Vendor List.

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## SUPPLIER APPLICATION / INFORMATION SHEET

**INSTRUCTIONS:** Fill in all spaces (insert "N/A" in blocks that are not applicable).Type or print all entries.

**A. CONTACT INFORMATION:** New Application_____ Change of Information_____ US Based_____
International/Foreign Supplier _____Owned by a Foreign Entity Yes or No (circle one)

| 1. COMPANY NAME AND ADDRESS (INCLUDE ZIP CODE) | 2. MAILING ADDRESS (IF DIFFERENT FROM #1) |
|---|---|
| 3. CONTACT INFORMATION<br>POINT OF CONTACT _____<br>TOLL FREE # _____<br>PHONE # _____<br>FAX # _____<br>E-MAIL _____ | 4. REMITTANCE ADDRESS (IF DIFFERENT FROM #1 OR #2) |

**B. COMMODITY CODES:** Please list the commodity codes your firm may offer to the University. For more information, please visit UNSPS, United Nations Standard Products and Services Code, website @ https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes

| **Commodity Code(s)** | | | |
|---|---|---|---|
| 1. | 2. | 3. | 4. |
| 5. | 6. | 7. | 8. |
| 9. | 10. | 11. | 12. |
| 13. | 14. | 15. | 16. |
| 17. | 18. | 19. | 20. |

**C. BUSINESS SIZE DECLARATION:** For certified firms, please identify the applicable certification, as well as listing the certifying organization and dates. Please visit the following websites for additional information regarding the available business certifications:

**https:**//certify.sba.gov

https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/get_certified

| Certification Designation | Certifying Agency | Certification # | Active Dates of Certification |
|---|---|---|---|
| 1. Small Business | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**D. PAYMENT TERMS:** The University payment terms per the FL Prompt Pay Act and FAU Office of the President policy 4.1 are net40. FAU is offering a JPMC virtual card payment solution to help accelerate and improve our invoice processing and payments with net10 payment terms.

Please select **one** option from the following:

| Payment Type | Payment Terms | Method of Payment | Enter Payment e-mail |
|---|---|---|---|
| **Option 1** SUA (Single Use Account) | NET10 | SUA (virtual credit card) | |
| **Option 2** FL Prompt Pay | NET40 | Check or ACH | |
| | | | |

**Additional information on SUA @ https://www.fau.edu/procurement/files/sua-flyer.pdf**

*Electronic virtual card payment terms Net10- standard credit card processing fees apply according to the terms set with your merchant bank.

**E. CERTIFICATION:**

1. In accordance with the Conflict-of-Interest provision, the Supplier certifies it has read the University's policy 8.2 Standards of Conduct and certifies the following:
   a. _____ There are no identified conflicts of interest.
   b. _____ The following potential conflict of interest has been identified:

Name of University Employee: _____ Relationship to Business: _____

% Business Owned: _____ (Major shareholder/Owner/Relative/Partner)

2. In accordance with the Public Entity Crimes provision in University policy 6.008, the Supplier certifies at the time of submission the following:
   a. _____ Supplier is eligible to conduct business with the University.
   b. _____ Supplier is not eligible to conduct business with the University.

3. I certify that the information supplied herein, including all attachments, is correct to the best of my knowledge. I further certify that in doing business with Florida Atlantic University, my firm is in compliance with above-referenced rules and regulations of the University.

_____ _____ _____

Signature of Authorized Signer of the Firm | Print Name and Title of Authorized Signer | Date