

VENDOR SET-UP FORM New Vendor Name/Other ChangeName of vendor as it appears on line 1 of the W-9:

List ANY “doing business as/trade names” not noted on the W-9, if any:

List ALL “Remit to” addresses and Accounts Receivable contact info (email, phone #):

List the specific products/services for this request (e.g. software, lab supplies, consulting services, etc.):

List main or customer service phone number and email:

Phone:

x

Email:

Return this completed form, along with the W-9 and the NJ Business Registration Certificate, IF APPLICABLE.**INTERNAL USE ONLY**Vendor ID#

Comments:
