



Vendor Setup Information

Southern Oregon University
Purchasing & Contracting
1250 Siskiyou Blvd. Ashland OR 97520
P: 541-552-6700 F: 541-552-6138

GENERAL VENDOR INFORMATION		New Vendor	Update Vendor Information		
Legal Company Name		Phone	Fax		
Address		City	State	Zip	Country
Vendor Contact Information					
Name	Title	Phone	Fax	Email	
Person Authorized to Sign Contracts					
Name	Title	Authorized Email Address for Digital Signature			
Signature: _____					

REMITTANCE ADDRESS INFORMATION		Same as General Vendor Mailing Address			
Address	City	State	Zip	Country	
Email	Phone	Fax			
Accounts Receivable Contact					
Name:	Phone:	Email:			

PURCHASE ORDER INFORMATION (if applicable)					
Address	City	State	Zip	Country	
Email	Phone	Fax			
Purchasing Data					
Shipping Terms (e.g. FOB Destination)					
Payment Terms					
Salesperson Name	Phone	Email			
Vendor's Account Number for Southern Oregon University: _____					

Minority, Women & Emerging Small Business (MWESB) Certified Firm:	Yes	No
If yes, Minority, Women & Emerging Small Business (MWESB) Certification Number: _____		
Veteran Business Indicator:	<input type="checkbox"/> Veteran-Owned Business <input type="checkbox"/> Service Disabled Veteran-Owned Small Business (SDVOSB)	

BANKING INFORMATION FOR ELECTRONIC PAYMENTS (if electing direct deposit)			
Name of Bank	Bank Routing #		
Bank Account #	Type of Account	Checking	Savings
IMPORTANT: Attach a voided check OR printout from financial institution showing full name, financial institution routing # and account #.			
I hereby authorize Southern Oregon University to make deposits in the account identified above using the account information listed on this form. This authorization will remain in effect until written notice of termination is given to Southern Oregon University's Business Services office.			
Print Name: _____	Title: _____		
Signature: _____	Date: _____		

Submit completed form to **Service Center Secure Inbox**
<https://inside.sou.edu/sc/index.html>