NAVAJO TECHNICAL UNIVERSITY

Date: __________ Vendor No.: _____________

NEW VENDOR FORM

This form asks for information necessary for entering a new vendor into the purchasing system. After this form is filled out in full, send it to the NTU Purchasing Dept. who will provide the vendor number. **PLEASE PRINT CLEARLY**.

Student: ☐ Consultant: ☐
Business: ☐ UPDATE: ☐
Other: ______________________________

PART I: Name of Vendor: ______________________________

Person to Contact: ______________________________

Address of Vendor: ______________________________

2nd Line of Address: ______________________________

City, State and Zip Code: ______________________________

Telephone No. & Ext.: ____________________ Email: ____________________

FEDERAL ID No.: ____________________ **NM CRS No.:** ____________________

IF the '**BILL TO**' address is different from the '**SHIP TO**' address, fill in the next information, otherwise, skip to PART II.

Remit To: ______________________________

Address of Vendor: ______________________________

2nd Line of Address: ______________________________

City, State and Zip Code: ______________________________

Telephone No. & Ext.: ____________________ Email: ____________________

PART II: Will the Vendor give NTU a discount for:

Education: _______ or $_______________ for _______________ quantity.

Quantity: _______ or $_______________ for _______________ quantity.

1. Is a Credit Application required from the vendor and if so, please have it emailed to:
   Purchasing Dept. at purchasing@navajotech.edu or have it mailed to
   Navajo Technical University, ATTN: Business Office
   PO Box 849; Crownpoint, NM 87313
   a. Does the vendor require **PRE-PAYMENT** prior to shipping? Yes ☐ No ☐ (Will take an extra week)
2. If a Non-Taxable Transaction Certificate is required by the Vendor *(So NTTC is not charged for Sales Tax)*
   Please answer YES or NO, and if the address is different from above or if it needs to go to a special department, a certain person. Please give the information above next to the "Remit To" address.
3. **What is the primary product or service from the vendor:** ______________________________
4. What is the secondary product or service from the vendor: ______________________________
5. Is the Vendor: Navajo Owned ☐ Minority Business ☐ Small Business ☐

9/11/25: dsl