

VENDOR INFORMATION SHEET

THE FOLLOWING INFORMATION IS REQUIRED:

Note: The vendor's name and address must correspond precisely with the information provided on IRS tax documentation and as recorded in SAM.gov.

VENDOR NAME: _____

MAILING ADDRESS: _____

REMIT TO ADDRESS: _____

UNIQUE ENTITY ID: _____

NOTE: For businesses that have not obtained a Unique Entity ID (UEI), please refer to the [Get a Unique Entity in SAM.gov](#) video or visit [SAM.gov](#) for additional information and guidance.

PAYMENT METHOD:

MC/GPC (Government Purchase Card)**

EFT (Electronic Funds Transfer)

Check (sent via mail)

PAYMENT TERMS: NET 30 or NET _____ with _____ % discount

VENDOR'S POINT OF CONTACT

NAME: _____

E-MAIL ADDRESS: _____

PHONE NO: _____

GSA Contract # _____ AFNAF Contract # _____
(If applicable) (If applicable)

Name / Title

Signature

Date

*If the hyperlinks are not working, please right-click on the link, select 'Copy Hyperlink,' and paste it into the address bar (URL bar) of your preferred web browser.

**Preferred Payment Method