

UNIVERSITY OF MARY WASHINGTON

1301 College Avenue
Fredericksburg, VA 22401

VENDOR REGISTRATION APPLICATION

Please Specify: New Application Revised Application

1. **FEIN/SSN:** _____

Firms that are established as an individual, self-employed, or sole proprietorship must provide either their Social Security Number (SSN) or Federal Employer Identification Number (FEIN). All other businesses, such as corporations, must provide their FEIN.

2. **Type of Organization:** (Select the one that applies to your company)

- Corporation (**CO**) Partnership (**PN**) Sole Proprietor/Individual (**SP**)
 Nonprofit Organization (**NP**) Governmental Entity (**GA**)
-

3. Legal Name: _____
(Must match the Social Security Number, if applicable)

Trade Name: _____
(Must match the Employer Identification Number, if applicable)

Payment Mailing Address (**AP**): _____

City: _____ State: _____ Zip: _____ - _____

Contact Person: _____

Phone Number: () - _____ Fax Number: () - _____

Purchasing Mailing Address (**AO**): _____

City: _____ State: _____ Zip: _____ - _____

Contact Person: _____

Phone Number: () - _____ Fax Number: () - _____

Email: _____ Website _____

4. **Business Classification:** (Check all that apply)

Small Business (SM) – a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, and has fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

Woman Owned Business (FM) – a business concern that is at least 51 percent owned by a non-ethnic woman or women who are US citizens and who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management of the business. "Ownership" in this context includes stock.

Minority Owned Business (MN) – a business enterprise that is at least 51 percent owned by a minority individual or individuals (who are US citizens) who also control and operate it. "Control", "Operate" and "Ownership" have the same meanings mentioned above. Includes but not limited to:

- African American Asian-Pacific American Native American
 Hispanic American Eskimo Other Specify: _____

5. Does your company accept the Commonwealth of Virginia *Corporate Purchasing Card-GE MasterCard*? Yes No

6. **DUNS #** _____

7. **Certification:**

I certify that I am authorized to submit the above on behalf of the firm listed and the information supplied herein (including all pages attached, if any) is accurate and correct.

Signature

Print Name & Title

Date

The eVA Internet electronic procurement solution, web site portal www.eva.state.va.us is the gateway for vendors to conduct business with state agencies and public bodies. Vendors desiring to provide goods and/or services to the University of Mary Washington shall participate in the eVA Internet e-procurement solution and agree to comply by submitting a fully executed American Management Systems, Inc (AMS) Trading Partner Agreement, a copy of which can be accessed and downloaded from www.eva.state.va.us. AMS is the Commonwealth's service provider to implement and host the eVA e-procurement solution.

Please return completed application to: University of Mary Washington, Accounts Payable,
1671 Jefferson Davis Hwy, Centre Court, Suite 104, Fredericksburg, VA 22401
Phone: 540-654-1224, Fax: 540-654-1168, Email: Payables@umw.edu