

**Dun & Bradstreet Application/Approval**

 D-U-N-S Number:  APPROVED  
 NOT APPROVED

 CORPORATE PURCHASING  
 APPROVAL SIGNATURE:

# Vendor Add / Maintenance Form

**INSTRUCTIONS**

**New Vendor Add Completion Instructions:** Fax page two to the new vendor asking them to fill out completely and fax back to you. Fill out this page completely. Fax or e-mail this page and the vendor completed second page. Incomplete forms will not be processed.

**For New Vendor Add:**  
 Fax completed form to: ☎ fax: 937-221-1169 (Procurement)

**For Vendor Maintenance:** Fax page 1 and all supporting documentation to: (937)-221-4520 (Accounts Payable)

**Questions? (937)-221-1215**

 VENDOR NAME:  
 (no abbreviations)

 VENDOR  
 NUMBER:

 REQUESTER  
 SIGNATURE:

 APPROVAL  
 SIGNATURE:

 REQUESTER PRINTED  
 OR TYPED NAME:

 PRINTED OR  
 TYPED NAME:

 REQUESTER TELE-  
 PHONE NUMBER: (     )

TITLE:

**Indicate in detail, products / services purchasing from proposed vendor** (Vendor Add Only – THIS IS A “REQUIRED” FIELD ENTRY)

▶ **HAVE YOU REVIEWED THE APPROVED METHODS FOR SRC EXPENDITURES?**  YES  NO

▶ **DOES THIS VENDOR ACCEPT CREDIT CARDS?**  YES  NO

▶ **DO YOU EXPECT TO PURCHASE FROM THIS VENDOR IN THE FUTURE?**  YES  NO

**Plant Number** Please select your plant number where the **modification** or **additional** vendor is being requested.

005 MUR	009 MID	018 TAM	028 SAL	036 SBA	041 SPH	049 SHH	075 SCV	095 SAN	HP Canada
006 YRK	011 SHV	019 SAT	029 TOL	037 SDE	042 SST	057 SSE	076 RAD	099 CCO-Dallas	
007 FAY	012 SCI	021 SGR	032 SOR	038 SLA	044 SPX	066 CHA	078 TOC	EQUIPMENT PLANT	
008 SAQ	013 SAK	024 SHO	034 SPL	039 STC	045 SCH	073 SAC	079 WSK	CORP. PURCHASING	

**Data Changes** Please select the data to be **modified** (Please remember to attach official documentation showing the change or addition.)

VENDOR NAME  
  TAX I.D. NUMBER  
  VENDOR PAYMENT TERMS  
  ORDERING ADDRESS  
  ORDERING CITY  
  ORDERING STATE  
  ORDERING ZIP CODE  
  REMITTING ADDRESS  
  REMITTING CITY  
  REMITTING STATE  
  REMITTING ZIP CODE

**Page two must be completed for New Vendor Adds only.**

