



Missouri State
U N I V E R S I T Y

TO: All University Suppliers

RE: Supplier Registration

Please note the Vendor Registration Form that must now be completed and submitted by suppliers who do business with Missouri State University.

Registrations must be on file before purchase orders can be issued, and prior to the submission of RFPs or RFQs.

Fields must be completed in full, and must include the five-digit Service/Commodity Code(s) which represent(s) the broad categories of products and services that are provided. A signature is also required.

Transmittal of documents may be made by completing the form on-line, e-mailing to Procurement@Missouristate.edu, or submitting by facsimile to 417.836.6583.

After 7.01.08, a registration form will be required to be on file prior to issuing payments to vendors. Completion and return of this form will mitigate unnecessary delays in payments.

Questions about the form or this process may be directed to one of the following offices:

Springfield Campus -	Procurement Services	417.836.5260
Springfield Campus -	Accounts Payable	417.836.5632
West Plains Campus * -	Business Office	417.255.7260

We greatly value our business relationship with you, and thank you for your assistance.

Sincerely,

Michael Wills
Director of Procurement Services

Scott Schneider
Director of Business Services — West Plains

* If business relationship is only with the West Plains Campus, forms may be sent via facsimile to 417.255.7259.

OFFICE OF PROCUREMENT SERVICES

901 South National Avenue, Springfield, MO 65897

Phone: 417.836.4917 • Fax: 417.836.6583

www.missouristate.edu/procurement • MikeWills@missouristate.edu