



# VENDOR REGISTRATION FORM

FORM MUST BE PRINTED OR TYPED

UNIVERSITY CENTER • Mary M. Lai Finance Building  
700 Northern Boulevard • Brookville, New York 11548-1327

Vendor: Complete and return to Procurement and Sourcing Services at E-mail  
Procurement@liu.edu or call (516) 299-2558

\* = Required

Sole Proprietorship      Partnership      Incorporated      LLC      Gov. Entity      Other

\*Name on IRS Record \_\_\_\_\_ \*Phone # \_\_\_\_\_ \*E-Mail \_\_\_\_\_

\*Company DBA Name - *Payments will be made payable to this name*      Phone # \_\_\_\_\_

\*W-9 or 1099 Address (PO Box, number, street, apt or suite no, city, state, 9-digit zip required) \_\_\_\_\_

\*Purchase Order information (if different from above): \_\_\_\_\_ \*Phone # \_\_\_\_\_

(PO Box or Street, City, State, 9-Digit Zip) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Contact Name & Title \_\_\_\_\_

Submit Invoices to: [Accounts.Payable@liu.edu](mailto:Accounts.Payable@liu.edu)

\*Remit to Information (if different from above): \_\_\_\_\_ \*Phone # \_\_\_\_\_

(PO Box or Street, City, State, 9-Digit Zip) \_\_\_\_\_ \*E-Mail Address \_\_\_\_\_

Contact Name & Title \_\_\_\_\_

\*Method of Payment \_\_\_\_\_

*For Virtual Card Details Click here*

**REQUIRED:** North American Industry Classification System (NAICS/previously SIC) required: \_\_\_\_\_

NAICS Codes – <http://www.NAICS.com>

**See Web site for links to lists of codes**

Business Classification (check all that apply):

Service    Small Business    General Construction    Alumnus

Veteran-owned    Minority Owned    Woman Owned

TERMS OF PAYMENT \_\_\_\_\_ FOB \_\_\_\_\_

Year Company Established \_\_\_\_\_ Sales Volume \_\_\_\_\_ Year \_\_\_\_\_



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## SUPPLEMENTAL INFORMATION – ALL VENDORS OR PAYEES

The information below is requested under U.S. Tax Laws.

Failure to provide this information may prevent you from doing business with Long Island University, or may result in backup withholding amounts deducted from your remittance.

### U.S. Taxpayer Identification Number (TIN):

The TIN provided must match the Name on IRS Record, provided on previous page. For individuals, this is your Social Security Number (SSN). For other entities, it is your Employer Identification Number (EIN).

SSN: \_\_\_\_\_ EIN: \_\_\_\_\_ (Also known as Federal Employer Identification Number (FEIN))

Check the box below that best describes your residency status:

Domestic (U.S.) sole proprietorship    Domestic (U.S.) partnership    Domestic (U.S.) corporation    Domestic (U.S.) other

**Note:** Foreign enterprises must complete the Substitute W-9 Vendor Form

**Domestic Entity** (sole proprietorship, partnership, corporation, other): One created or organized in the U.S., under the laws of the U.S., or any of its states.

**Foreign Entity** (sole proprietorship, partnership, corporation, other): One that does not fit the definition of a domestic entity.

## SUBSTITUTE IRS FORM W-9 CERTIFICATION

Under penalties of perjury, I certify that the above information is correct and that:

1. The number shown on this form is my correct identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions – You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contribution to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

\_\_\_\_\_  
**Signature of U.S. person and vendor representative**

Must be authorized to sign IRS W-9 form

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Name and title of individual (print or type)



# PURCHASE ORDER GENERAL CONDITIONS

## FORM MUST INCLUDE AN AUTHORIZED SIGNATURE

All vendors must comply with the General Conditions of each and every purchase order issued by the University. Your organization's authorized signature below constitutes your agreement with the applicability of the General Conditions on all present and future purchase orders.

### Long Island University Purchase Order General Conditions

To conduct business of any kind with the University, a fully-executed Vendor Registration Form must be on file with the Department of Procurement and Sourcing Services. All required certificates of insurance must be on file and current.

1. The term "Purchaser" as used herein shall include Long Island University, its divisions, subsidiaries, affiliates, any consignee of the goods or services purchased hereunder, and the lessee or owner of the premises on which the goods or services are delivered, installed or performed by Vendor.
2. Unsatisfactory delivery schedule or service will be sufficient cause for cancellation of this order, or the unshipped portion thereof, at no expense to Purchaser.
3. Substitutions of material, services or extra charges will not be permitted unless authorized in writing by this office.
4. Material delivered in error or in excess of quantity ordered may be returned at Vendor's expense.
5. All material or services rendered will be subject to Purchaser's inspection and approval. Payment of invoice does not constitute inspection and acceptance of material or services covered by this order.
6. This order shall not be assigned by Vendor without the written consent of this office.
7. Vendor warrants and agrees that the goods to be delivered or services provided hereunder were or will be produced in compliance with all applicable provisions of the Fair Labor Standards Act and all other federal, state and municipal laws relating to maximum hours, minimum wages and child labor, and Vendor agrees that all copies of its invoices shall bear the following certification. "Vendor hereby certifies that these goods were produced and services provided in compliance with all applicable requirements of the Fair Labor Standards Act and all relevant regulations and orders of the United States Department of Labor."
8. If this order is a subcontract subject to Executive Order 11246, as amended, copies of Vendor's Equal Opportunity and Nondiscrimination Statements are either physically attached hereto or have been previously filed with Purchaser.
9. By accepting this purchase order, Vendor affirmatively represents that neither it nor its principal owners or officers are debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
10. LIU retains the right to request any additional information pertaining to Vendor's ability, qualifications and procedures used to ensure safe and satisfactory work.
11. Vendor agrees to defend, indemnify and hold harmless Purchaser, its trustees, officers, employees, representatives and agents, against any and all losses, expenses, claims, demands, damages, judgments, liabilities or alleged liabilities (including attorneys' fees) of any nature whatsoever resulting from, arising out of or in consequence of any action occurring in connection with the goods provided or services rendered by Vendor, Vendor's employees, Vendor's subcontractors and/or employees of Vendor's subcontractors as reasonably contemplated under this order including, but not limited to, damage to property, any injuries or death sustained by any persons, employees, agents, invitees and the like, any infringement of patent, warranty, copyright, royalty or other proprietary right in consequence of any design(s) created and/or specifications prepared in accordance with this order, or in consequence of any activity or performance under this order, any injuries or damages resulting from defects, malfunction, misuse, etc. of vendor-provided equipment and materials, or any injuries or damages sustained by or to persons or property in consequence of any act, words or images included as part of Vendor's activity or performance. Purchaser permits Vendor, through its counsel and with Purchaser's written consent, to defend the same and to give Vendor at Vendor's expense all the needed information, assistance, and authority to enable it to do so.
12. Vendor and any subcontractor used by Vendor in connection with this purchase order shall purchase and maintain worker's compensation, State disability benefit and employer's liability coverage to cover Vendor's and Vendor's subcontractor's legal liability in the event of accidents or injury to their employees. In addition, Vendor and any subcontractor used by Vendor hereunder shall carry Commercial General Liability insurance and Comprehensive Automobile Liability insurance, each with per-occurrence limits of liability of at least \$1,000,000, and each shall apply on a primary and non-contributory basis, irrespective of any other insurance, whether collectible or not. **Each insurance policy described shall be endorsed to name Long Island University as an "Additional Insured" for all activities covered by this agreement. The definition of Additional Insured shall include all of LIU's trustees, officers, employees, agents and representatives. Further, coverage for the Additional Insureds shall apply on a primary basis irrespective of any other insurance, whether collectible or not.** If this order contemplates construction design work of any kind, Vendor shall purchase and maintain Professional Liability insurance with a limit of liability of at least \$1,000,000 per claim. Vendor shall further name Long Island University, its trustees, officers, employees, representatives and agents as Additional Insureds under Vendor's Commercial General Liability policy and insure that coverage shall apply on a primary and non-contributory basis, irrespective of any other insurance, whether collectible or not. Vendor shall, at least ten days prior to delivering goods or commencing services under this order, furnish to Purchaser a certificate of insurance evidencing compliance with all insurance provisions as noted above, including evidence that Purchaser has been named as Additional Insured. All policies shall be written with insurers rated at least A-IX by A.M. Best and be licensed to do business in the State of New York and policy shall be endorsed to provide Purchaser at least 30 days written notice in the event of cancellation, non-renewal or material modification.
13. Vendor is responsible for any thefts or damage to Purchaser's property by Vendor, its employees, or anyone acting under the direction or control of any of them.
14. Vendor warrants and agrees that all goods produced and shipped hereunder and all services performed shall be accomplished in complete compliance with all applicable federal, state and municipal governmental laws, rules and regulations. Vendor further warrants that it has and will maintain all necessary licenses, certifications, authorizations and approvals for the provision of services and goods under this order, and that all UCC warranties of merchantability and fitness for use apply. Vendor assumes full responsibility for such compliance and shall defend, indemnify and hold Purchaser harmless from all liability which may result from failure of Vendor to so comply.
15. This order and any drawings, ideas, specifications and information attached hereto or provided herewith are the loaned property of Purchaser and must be returned upon completion of Vendor's use. Neither this order nor any drawings, designs, ideas, specifications, information and know-how associated herewith may be used, lent, copied, reproduced or communicated in any manner by or to any third party or person without such party first obtaining written permission of Purchaser. All authorized reproductions shall bear a notation of the foregoing as may be required by Purchaser.
16. In the event Vendor, Vendor's employees, Vendor's subcontractors and/or employees of Vendor's subcontractors enter onto Purchaser's premises for any reason whatsoever in connection with this purchase order, Vendor and said other parties shall observe all site safety, site protection and traffic regulations.
17. This purchase order shall prevail over any conflicting terms or conditions between this order and any proposals made by Vendor; or any acknowledgement, acceptance or any forms used by Vendor in connection with this order or any other attempted amendment hereof. This order may be modified or amended only by written agreement between Vendor and Purchaser.
18. The acceptance of this purchase order, by acknowledgement or shipment of goods or provision of services or acceptance of payment, implies acceptance of the conditions shown above and on its face, which are an integral part of this order.
19. If any signature is delivered by facsimile, or by scanned and emailed .pdf or analogous data file, that signature shall create a valid and binding obligation on the part of the party signing in this fashion and shall have the same force and effect as if such facsimile or scanned and emailed data file were an original thereof.

\_\_\_\_\_  
Company name (print or type)

\_\_\_\_\_  
Signature of U.S. person and vendor representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and title of individual (print or type)