



**Louisiana State University
Purchasing Office**

Vendor Enrollment Application Form

Vendor Name _____

[required]

Division/DBA _____

Business URL _____

[optional]

Tax ID Number [FEIN/SSN] _____

[required]

Business Organization Type [required; select one]

- Corporation Corporation – Legal Services Corporation – Medical Services
 Limited Liability Company Individual Partnership Other

Submitted By Name _____

[required]

Phone _____

Business Ownership Certifications [optional; check all that apply]

- Minority Owned Business – Federally Certified
 Woman Owned Business – Federally Certified
 Small Business – Federally Certified
 Emerging Business – LA Dept of Economic Development Certified

Affidavit: *By marking any 'Business Ownership Certification' on the LSU Vendor Enrollment Application form, the Vendor agrees to a self-certification process and solemnly affirms and attests that it possesses any claimed federal and/or state certification(s); and agrees to provide LSU with supporting evidence of such at any time upon request. The Vendor acknowledges that its willful and false claim of these certifications may result in contract cancellations and/or suspension or debarment proceedings. The Vendor further accepts the responsibility to promptly report any certification changes to the LSU Purchasing Office.*

Taxpayer Identification Number (TIN) Certification [required]

Check your responses to the three statements shown below, as made and certified on your Company's Federal IRS Form W-9.

Under penalties of perjury, I certify that:

- I am not subject to backup withholding.
 I am a U.S. person (including a U.S. resident alien).
 The number (FEIN or SSN) shown on this form is my correct taxpayer identification number.

Note: Additional information and instructions regarding these certifications are found on IRS Form W-9.

State Region Enrollment [required]

Vendors *must express their interest* by self-enrolling in their desired State of Louisiana Region(s) in which they are willing and able to conduct responsible business. Vendors *must* enroll in at least one (1) state delivery region; however, may enroll in multiple or all state regions as desired.

LSU campuses using the e-PRO Vendor Database are located in the following state regions:

- Baton Rouge - Region 2
- Eunice - Region 4
- Alexandria - Region 6

Note: LSU AgCenter Research Stations are regionally located statewide.

Check those State Regions in which you wish to participate/enroll:

- 1 2 3 4 5 6 7 8 All Regions
Baton Rouge Eunice Alexandria

Mail-To Address [required; used by LSU Purchasing to send solicitations, addenda, purchase orders, change orders, and purchasing correspondence via E-Mail, Fax, and/or USPS Mail]

Address _____

City _____
State _____ Zip Code / + 4 _____ / _____ Country _____
Phone/Ext _____ Toll Free/Ext _____
Fax _____ E-mail _____

Mail-To Contact [required]

Name and Title _____

Ship-To Address [required if different from Mail-To address information; used by LSU Purchasing to send purchasing transactions via courier/express service]

- Same as Mail-To Address Different as indicated below

Address _____

City _____
State _____ Zip Code / + 4 _____ / _____ Country _____
Phone/Ext _____ Toll Free/Ext _____
Fax _____ E-mail _____

Ship-To Contact [required if different from Mail-To contact information]

- Same as Mail-To Contact Different as indicated below

Name and Title _____

Remit-To Address [required if different from Mail-To or Ship-To address information; used by LSU Accounting to send payments and accounting correspondence]

Same as Mail-To Address Same as Ship-To Address Different as indicated below

Address _____

City _____

State _____ Zip Code / + 4 _____ / _____ Country _____

Phone/Ext _____ Toll Free/Ext _____

Fax _____ E-mail _____

Remit-To Contact [required if different from Mail-To or Ship-To contact information]

Same as Mail-To Contact Same as Ship-To Contact Different as indicated below

Name and Title _____

Commodity Enrollment [required]

Vendors *must* enroll in at least one (1) commodity class-subclass; however, may enroll in as many commodity class-subclasses as desired. Enrollment at the general 3-digit commodity class level for inclusion in all associated subclasses is not allowed.

Complete the attached 'Commodity Class-Subclass Enrollment' form.

The LSU Commodity Code List, inclusive of detailed class-subclass descriptions, is accessible electronically at our website, www.fas.lsu.edu/purchasing/commcode.htm. Vendors without internet service may visit any local library or university offering free public access to the internet, or may visit their LSU Purchasing Office to manually review the Commodity Code List.

~~~~~

If you have any questions or need assistance with vendor enrollment, please contact the LSU Purchasing Office [ph (225) 578-2176 / fax (225) 578-2292 / e-mail [purchasing@lsu.edu](mailto:purchasing@lsu.edu)]. Return your completed application and commodity enrollment form to:

Louisiana State University  
Office of Purchasing  
213 Thomas Boyd Hall  
Baton Rouge, LA 70803

~~~~~

THANK YOU FOR ENROLLING WITH LSU!

