

SUPPLIER CONTACT FORM

SECTION I – CONTRACTOR INFORMATION

CONTRACTOR'S NAME: _____

CONTRACTOR'S ADDRESS: _____

CONTRACTOR'S SAP VENDOR ID NUMBER: _____

CONTRACTOR'S FEDERAL IDENTIFICATION NUMBER: _____

CONTRACTOR'S TELEPHONE NUMBER: _____

CONTRACTOR'S E-MAIL ADDRESS: _____

SECTION II – CONTRACTOR CONTACT PERSON

NAME OF INDIVIDUAL RESPONSIBLE FOR RECEIVING THE REQUEST FOR QUOTE AND FOR PREPARING AND SUBMITTING BID: _____

TITLE OF INDIVIDUAL: _____

INDIVIDUAL'S TELEPHONE NUMBER: _____

INDIVIDUAL'S FAX NUMBER: _____

INDIVIDUAL'S E-MAIL ADDRESS: _____

This individual must be available to answer questions regarding the Contractor's ability to deliver product. This person will be responsible for monitoring the Contractor's supply of materials, and will notify the Commonwealth of any problems meeting delivery requirements.