



TO: All University Suppliers

RE: Supplier Registration

Please note that the Vendor Registration Form must 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.

A registration form has been 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

Your business relationship is valued, and your assistance is appreciated.

Sincerely,

Michael Wills
Director of Procurement Services

Crockett Oaks
Associate Vice Chancellor for Business Support Services — West Plains

*If the 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

Telephone: 417.836.4917 • Facsimile: 417.836.6583

<https://www.missouristate.edu/procurement>