VENDOR REGISTRY OFFICE FAX COVER SHEET

OFFICE OF MANAGEMENT AND BUDGET
STATE PROCUREMENT OFFICE
SFN 58710 (1-2008)

FAX to Vendor Registry 701-328-0108

Date	Number of Pages	Agency Fax Number

Attention Agencies and University System:

- Please ask vendors to return all documentation to your office first and then forward it to the Vendor Registry Office. This process allows you to obtain a copy for your records and you will know when the form was sent to the vendor office.
- Send an email to spovendor@nd.gov as usual to let them know the name of the vendor(s) you are requesting to be set up and how the payee's name should read on the check. Be sure to mention that faxed forms are on their way to our office.
- Please always use this fax cover sheet. It will be hard to match your email requests to incoming faxes without it.
- If you have a copy of the invoice, please forward it with your vendor form to Vendor Registry. Otherwise, if the remit address on the invoice does not match the W-9 form, we will not be able to add it.

Contact Information

Agency or Institution	Contact Email Address
Contact Person	Contact Telephone Number

Please verify by checking this box: ☐ Email request has also been sent to spovendor@nd.gov.

☐ New Vendor ☐ Vendor Changes Specified Below to Vendor Number:

Comments:

North Dakota Vendor Registry Office
14th Floor, State Capitol 600 East
Boulevard Avenue, Dept. 012 Bismarck,
ND 58505-0310 701-328-2683 Phone
701-328-0108 Fax (confidential line)
Email: spovendor@nd.gov