

NORTH DAKOTA VENDOR REGISTRY OFFICE
State Procurement - Central Services Division
Office of Management & Budget

FAX

To: Vendor Registry Date: _____

Fax: 701-328-0108 Pages: _____

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.
- Please always use this fax coversheet. If Vendor Registry has any questions or if there are any delays in entering your vendor, we cannot notify you without contact information.
- 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:	Agency Fax#:
Contact Person:	Contact Phone #:
Please verify by checking this box: <input type="checkbox"/> An email request has also been sent to spovendor@nd.gov .	

New Vendor

Please make the changes below to vendor # _____.

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