

**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.