

REQUEST TO ADD OR UPDATE VENDOR IN C-TRAK

INSTRUCTIONS: Please make sure that all *required* fields have the appropriate information. After completing the form, select "Submit Form" to send it directly to Contract Services Division via e-mail. Be sure to clear the form by selecting "Clear Form" after submitting and do not save.

FOR CONTRACT ADMINISTRATOR USE ONLY

Requested by: _____ Phone: _____

Bureau/Division: _____ Date Submitted: _____

Request to: Add a New Vendor Update an Existing Vendor

TO ADD A NEW VENDOR, PLEASE PROVIDE THE FOLLOWING:

Vendor Name: _____

Vendor Type (*Required*)

- | | |
|---|---|
| <input type="checkbox"/> AERO - Aeronautics | <input type="checkbox"/> BRGA – Bridge Authority |
| <input type="checkbox"/> CMCL – Commercial Consultant | <input type="checkbox"/> GVAG – Governmental Agency |
| <input type="checkbox"/> MDIT – MI Dept. of Information Technology | <input type="checkbox"/> MPO – Metropolitan Planning Organization |
| <input type="checkbox"/> MTCE – Maintenance | <input type="checkbox"/> NPRF – Non-Profit Vendor |
| <input type="checkbox"/> REAL – Real Estate | <input type="checkbox"/> RPO – Regional Planning Organization |
| <input type="checkbox"/> TRNS – Transit Agencies (railroads, buses, etc.) | <input type="checkbox"/> UNIV – University |
| <input type="checkbox"/> OTHR – Vendor that does not fit any category above | |

Federal ID # (*Required*): _____ - _____

Vendor Contact Name (*Required*): _____

Vendor Address (*Required*): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Ext. _____ Fax: _____ E-mail: _____

FOR VENDOR UPDATE, PLEASE IDENTIFY THE CHANGE(S) BELOW: