

PVWC NEW VENDOR REQUEST FORM

To add a vendor in our system, fill out the below form and include the required documents (listed below). All documents should be sent to the following contacts: Lisa Bresemann (lbresemann@pvwc.com) and Lindsay Kelly (lkelly@pvwc.com):

VENDOR NAME: _____

VENDOR CONTACT PERSON: _____

VENDOR CONTACT PHONE NUMBER: _____

VENDOR CONTACT EMAIL: _____

VENDOR REMITTANCE ADDRESS: _____

PLEASE ATTACH THE FOLLOWING DOCUMENTS TO YOUR EMAIL:

- The vendor's **valid** Business Registration Certificate (BRC) with new name.
- The vendor's W9 form with new name.
- The vendor's EEO Certificate if they are a business of 50 employees or more.

If all the above information is not submitted, we cannot add the vendor information in our system.