

Office of Procurement Services

Office Phone: 662-915-7448

Fax: 662-915-7752



# Vendor Application

## Reimbursements & Refunds

For UM Department Use Only

Once completed, upload the form to the secure [RFP Vendor Application Portal](#).

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*Vendor Name*

-----  
*Home Address*

*City*

*State*

*Zip*

-----  
*Vendor's Phone Number #1*

-----  
*Vendor's Phone Number #2*

-----  
*Email*

Please choose one vendor type below and provide the needed information.

- Employee Personnel Number \_\_\_\_\_
- Student Number \_\_\_\_\_ (if a student worker, please select the "Employee" option)
- Third Party U.S. Citizen

### Department Contact

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*Department Contact Name*

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*Department Contact Email*

**Please allow up to one-week processing. You can then find the vendor number by searching SAP.**

**Need help searching SAP? Click [here](#) for the Vendor Search Help Document.**