



ADD/CHANGE VENDOR FORM

- Please note: All IEEE Conferences, Sections, Chapter, and Student Branches are listed in the vendor database in Oracle with an IEEE prefix.

IEEE STAFF CONTACT INFORMATION

Name :

Telephone Extension :

E-mail address :

Department name :

ADD/CHANGE VENDOR INFORMATION

Vendor Name :

Vendor type : Expense Employee

VENDOR SITE (Street address) :

Address line 1

Address line 2

Address line 3

City

State

Postal code

Country

Telephone number

Fax number

Federal ID / SS Number

TRANSACTION TYPE (Required)

- Add site for vendor number
- Inactivate vendor number
- Inactivate site # for vendor number

VENDOR CATEGORY

- IEEE Member number
- IEEE Subscriber number
- IEEE Affiliate number
- IEEE Customer number

Please refer to the vendor database in Oracle before printing and submitting this request to the Procurement department. This is necessary in order to avoid double entry of a vendor or vendor site. Thank you.