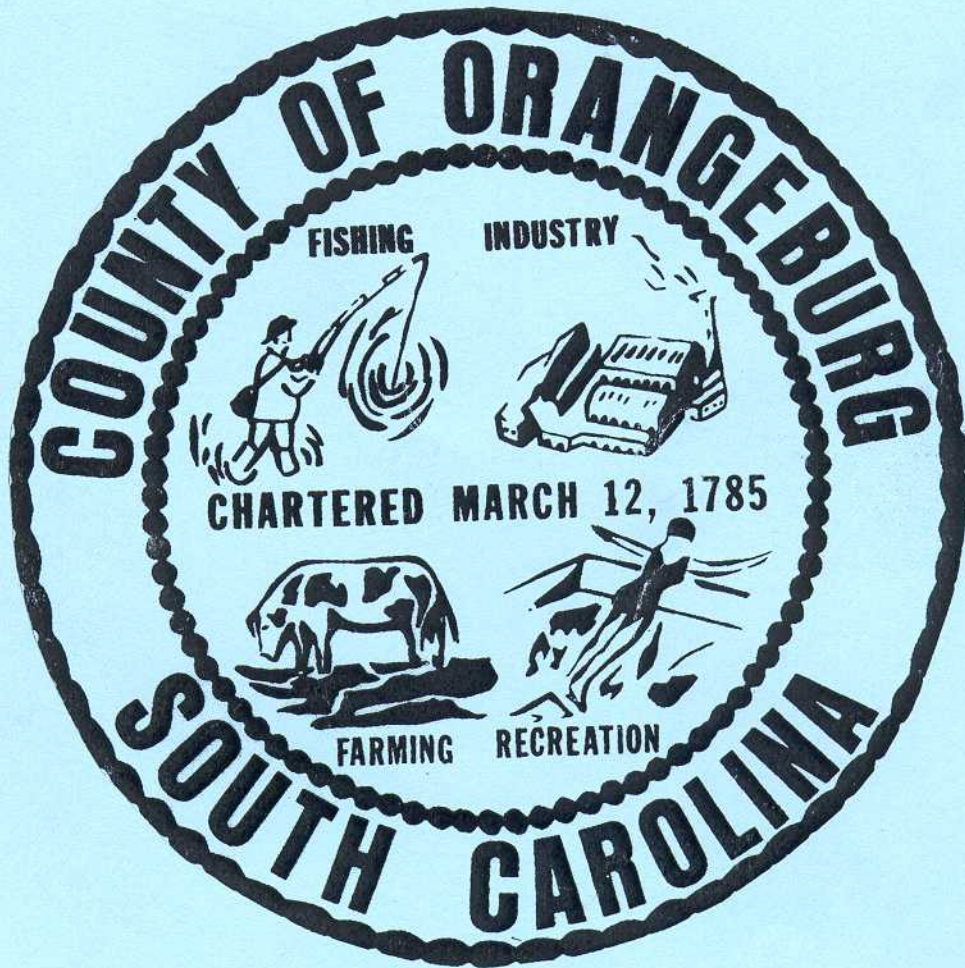
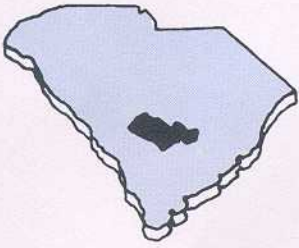


ORANGEBURG COUNTY



VENDOR HANDBOOK



COUNTY OF ORANGEBURG

P.O. DRAWER 9000, ORANGEBURG, S.C. 29116-9000
TELEPHONE 803/533-1000

COUNCIL MEMBERS

JOHN H. RICKENBACKER, CHM.
HARRY F. WIMBERLY, VICE CHM.
JANIE COOPER
CLYDE B. LIVINGSTON
HEYWARD H. LIVINGSTON
JOHNNY RAVENELL
JOHNNIE WRIGHT, SR.

Orangeburg County Purchasing Department

VENDOR HANDBOOK

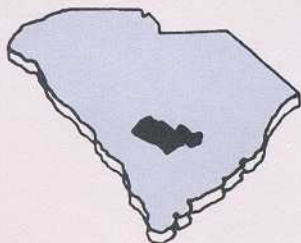
Dear Vendor:

This pamphlet has been prepared as a brief introduction to doing business with the County of Orangeburg.

Should you have any questions that are not answered here, please do not hesitate to call the Purchasing Division at (803) 533-6120.

Sincerely,

Columbus Stephens
Purchasing Agent
County of Orangeburg



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WELCOME TO THE WORLD OF ORANGEBURG COUNTY PURCHASING!

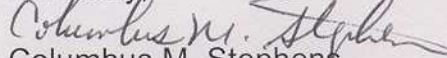
This manual has been developed to assist those vendors that are interested in doing business with our county. Whether you are a first time vendor, or you have been doing business with us for many years, this manual should help you more fully understand the legal and ethical responsibilities of the Orangeburg County purchasing department. We hope that it will clearly illustrate all of the areas within the county that you might expect to do business with. We will talk about the payment process so that you understand what to expect when we enter into a cooperative venture. We will talk about small purchases as well as our larger ones, and spot type purchases compared to publicly bid purchases. We will conclude by describing what we expect in order to maintain the business relationship once it begins.

The concept we used to develop this manual was to try to give as much practical information as possible, while keeping it simple when we could. We did try to keep it as non-technical as possible.

No one manual can cover every possible situation. We have done the best we could, and hopefully there are no-outright blunders included.

If there is an area where we did not cover the problem you are facing, do not despair, we can still help. Call us at 533-6120 and we will see if we can find an answer for you!

Sincerely,


Columbus M. Stephens
Purchasing Agent

GENERAL

A. PURPOSE

The purpose of this manual is to acquaint you with the procedures used for carrying out purchasing by the County of Orangeburg. If you have any questions that are not answered in this general guide, call or visit the Purchasing Department.

Purchasing Department
Department of Finance
1437 Amelia Street, 3rd Floor
Orangeburg, South Carolina 29116

B. WHAT THE COUNTY OF ORANGEBURG BUYS

The County of Orangeburg is continuously looking for responsible vendors to supply goods and services. If your prices are competitive and your service is reliable, you may have the ability to conduct business with the County of Orangeburg. The County of Orangeburg purchases more than \$100,000 worth of products and services through the Purchasing Department each year. Additionally, in excess of \$100,000 is expended for public works projects administered through the Capital Improvement Project. The products procured through the Purchasing Department range from ANIMAL FOOD to LADDERS to WRENCHES. A commodity listing can be obtained by contacting the Purchasing Department at (803) 533-6120.

C. PURCHASING POLICY

Due to the substantial amount of money involved, purchasing for the County of Orangeburg is guided by several established policies. These policies are:

1. To conduct all purchasing in accordance with the County of Orangeburg Purchases Ordinance and Purchasing Rules and Regulations.
2. To obtain, when needed, the quantity and quality of product or service that meets the needs of the County at the best obtainable price.
3. To maximize competition and provide all interested and qualified vendors with the opportunity to offer the products or services to the County of Orangeburg.
4. To treat all vendors equally and fairly.

D. WHO PURCHASES FOR THE COUNTY OF ORANGEBURG

The Purchasing Department is the central purchasing authority for all purchases with the exception of public works contracts. Major construction and architectural and engineering services are handled by the Capital Improvement Project.

Vendors shall not make sales to the County without a properly executed "Purchase Order" issued by the Purchasing Department.

The Purchasing Department is located on the 3rd floor of the Orangeburg County Administrative Centre, 1437 Amelia Street, Orangeburg, SC 29116. The Purchasing Department is headed by the Purchasing Agent.

E. OFFICE HOURS

The Purchasing Department is open for business from 8:30 a.m. to 5:00 p.m., Monday through Friday, except for the legal holidays observed by the County of Orangeburg. Visiting hours for vendors are the same as indicated above. Appointments are important in scheduling the time of Purchasing Department personnel and provide you, the vendor, with the optimum uninterrupted time during your visit.

F. STAFF DIRECTORY

The following is a list of contacts in the Purchasing Department who may assist you:

- 1. Purchasing Agent.....533-6120
- 2. Purchasing Clerk (Buyer).....533-6121
- 3. Mailroom533-6124

G. WRITTEN CORRESPONDENCE

Direct all correspondence to:

Purchasing Department
 County of Orangeburg
 P.O. Drawer 9000
 Orangeburg, South Carolina 29116-9000

All vendors who are interested in conducting business with the County of Orangeburg are encouraged to contact the Purchasing Department at (803) 533-6120 for the most recent information on how they can obtain or access solicitations issued by the County Purchasing Department.

HOW THE PROCUREMENT PROCESS WORKS

A. AN OVERVIEW OF THE PROCESS

The information provided here describes, in simplified form, the procurement process used by the County of Orangeburg. The process begins with the development of a requisition by the using department and ends with the acceptance of goods and/or services by the user department.

B. PROCUREMENT BASED ON PUBLIC PURCHASING ORDINANCE

The Purchasing Ordinance is the governing document for the procurement of goods and services for the County of Orangeburg. The ordinance is specific in describing the method of purchase throughout a wide dollar value range.

All purchases, when the estimated cost does not exceed \$5,000.00, shall be made after solicitation of quotations by telephone to be confirmed in writing. These procurements must be processed through the Purchasing Department and issued a purchase order prior to delivery of goods or services.

Procurements that are in excess of \$5,000 require that a formal competitive process be followed except as otherwise allowed by the Purchasing Ordinance. This involves publishing legal notices that include the solicitation numbers, date of opening or closing, and the requirements of the County. These solicitations normally allow a 4-6 week period between mailing and the stipulated opening or receiving date. All formal solicitations (bids & requests for proposal) are received by the County Purchasing Office. Offerors are encouraged to attend bid openings on the date and time published.

Following the public opening of bids, an evaluation takes place and a formal Recommendation of Award (ROA) is made. The ROA, inclusive of a tabulation of offers received, is mailed to all offerors who responded. The tabulation will indicate, if applicable, the reason why a vendor is not recommended to receive an award.

Requests for Proposals, after the closing date, are submitted to an appointed ad hoc evaluation committee evaluation and subsequent recommendation. Upon approval of the recommendation by the Administrator (or designee) or County Council, if applicable, the offerors are notified.

Offerors are afforded a protest period, wherein an offeror may make a written inquiry to the Purchasing Agent regarding the matter of the award. If no inquiries are made during the protest period, a purchase order or letter or a word is issued to the recommended or approved offeror(s).

Other methods of procurement include purchases made against GSA and/or State Purchasing Contract holders, professional/technical service contracts, sole source purchases, rapid procurement and emergency purchases.

All the aforementioned methods of procurement are outlined in the Public Purchasing Ordinance. These procurement methods discussed in detail are the most common and widely used methods.

TAXES

It is the responsibility of each offeror submitting an offer to be knowledgeable as to all taxes they are required to consider in formulating their offers.

All offers, unless the solicitation specifies otherwise, will be inclusive of all applicable taxes as determined by the vendor.

The county will not be responsible for taxes not included in offers submitted.

INSPECTION OF GOODS AND SERVICES

All goods and/or services provided to the County are **SUBJECT TO INSPECTION**. If any items or articles are found not to meet requirement of the specifications, the lot or any faulty portion may be rejected with any associated cost the County being borne by the offeror. Additional remedies available to the County for vendor non-compliance include, but are not limited to, debarment or suspension, execution on bonds, if applicable, and contract cancellation.

BONDS

In those instances where a solicitation requires a bid bond, it is required that the offeror submit the bid bond in the amount specified with its offer.

Performance bonds, when required, are due after notification of award (due date established in the notification). Failure to submit performance bond as required will disqualify vendor for award of contract.

All bonds required will be in the form of a surety bond issued by a firm properly licensed to do business in the State of South Carolina. Cashier's checks, letters of credit, cash, or personal checks are not acceptable. Offers which do not comply with this requirement will be rejected.

GRATUITIES

In accordance with the County of Orangeburg Code of Ethics and good purchasing practices, County employees may **NOT ACCEPT GIFTS OR ANY ENTERTAINMENT**, regardless of the value. Vendors are requested to cooperate in this regard.

CAPITAL IMPROVEMENT FUND

The Capital Improvement Fund is charged with the responsibility to implement County plans and policies for capital facilities, structures, and nonstructural improvements. An integral part of this responsibility includes contracting for all major construction and architectural and engineering services.

All major construction projects are advertised and subsequently awarded based on a competitive bid basis. Professional service contracts for architectural or engineering services are awarded based on negotiations with selection criteria focusing on need versus qualifications.

Minor construction, including minor renovations and pre-fabricated structures, although normally handled by the County Administrator, may be handled by the Purchasing Department in which case the County bid list will be utilized.

Questions regarding the Capital Improvement Fund are to be directed to the County Administrator, P.O. Drawer 9000, Orangeburg, South Carolina, or calling (803) 533-6101.

SALES CONTACTS WITH COUNTY DEPARTMENTS

It is requested that you **MAKE THE PURCHASING DEPARTMENT YOUR FIRST CONTACT**. Purchasing Department staff can acquaint you with the appropriate procurement procedures and direct you to those departments most likely to utilize your products or services. **Only Purchasing Department personnel are authorized** to commit the County of Orangeburg for the purchase of goods and services. No payment will be made for goods and/or services rendered without a properly authorized and executed purchase order. Contacts made with County departments should be solely for the purpose of providing information and/or literature.

Orders, unless being placed against a previously awarded contract which is in force, will not be taken. Orders taken after the course of the normal day, weekends or holidays should be placed only if an emergency situation exists. Such orders should reflect the person placing the order, employee number, department, and telephone number.

In any situation, the vendor is responsible for verifying the identity of the person placing an order prior to issuing any merchandise or providing any service. The County will not be responsible for liabilities incurred by non-authorized agents.

ACCOUNTING/PAYMENTS

The Finance Department, as a part of their accounting management functions is charged with the responsibility of making payment to vendors for liabilities incurred by the County.

It is the objective of the Finance Department to issue payment within ten (10) working days after receipt of all necessary documentation. Documentation required prior to making payment is as follows:

1. Purchase Order issued by the Purchasing Department or Purchase Order Release No. (if purchase is against a valid contract) issued by a County Department.
2. Invoice from Vendor (invoices are audited to insure completeness and accuracy).
3. Payment authorization from the receiving department.

To assist the Finance Department in making prompt payment, vendors are required to submit their invoices immediately following the delivery of goods or services as follows (prices on invoices must match the purchase order):

1. Invoices shall be made to the County of Orangeburg and be sent in **duplicate** to:
FINANCE DEPARTMENT
COUNTY OF ORANGEBURG
P.O. DRAWER 9000
ORANGEBURG, SOUTH CAROLINA 29116-9000

2. Invoice **MUST REFERENCE THE APPROPRIATE PURCHASE ORDER AND/OR RELEASE NUMBER**, itemized quantities, description of goods and/or services, unit prices and total price. Inquiries regarding payment status should be directed to the Finance Director (803) 533-610. Inquiries should be initiated by the vendor if payment has not been received within thirty (30) days after delivery to the County of goods and/or services.

FREQUENTLY ASKED QUESTIONS

1. MAY AN OFFEROR SEE COPIES OF OFFERS PRIOR TO AWARD? IF SO, WHERE?

A vendor may not review bid responses prior to the public openings. These documents become public record after the bid opening, and may be inspected in the Purchasing Department office following said opening.

Requests for Proposal responses are not made public until such time that a recommendation has been made by the ad hoc evaluation committee and approved by the County Council or designated representative.

2. WHAT ARE THE MOST FREQUENTLY CONSIDERED FACTORS INVOLVED IN DETERMINING A RESPONSIVE OFFER AND A RESPONSIBLE OFFEROR?

A “responsive offer” means an offer to furnish goods, services, or construction in conformity with standards, specifications, terms, conditions, and all other requirements established in a competitive solicitation.

A “responsible offeror” is an offeror who has the financial resources, personnel, facilities, integrity, and overall capability to complete a particular County of Orangeburg contract successfully.

3. WHO MANAGES SURPLUS PROPERTY?

Surplus property is managed by the Purchasing Department, which is responsible for scheduling auctions held generally once a year. These auctions usually highlight surplus vehicles the County will put up for sale.

Throughout the year, the Purchasing Department may also dispose of surplus property through competitive seal bidding.

All the above requirements are fully advertised, and when applicable, legal notices are posted.

4. TO WHOM ARE QUESTIONS ABOUT SURPLUS PROPERTY REFERRED?

Questions regarding this category are best directed to the Purchasing Agent in Purchasing Department, County of Orangeburg, (803) 533-6120.

5. HOW CAN I GET MY PRODUCT APPROVED?

There is generally no pre-qualification of products conducted by the County of Orangeburg. Product approval or evaluation is normally done after the procurement document is received and opened.

6. MAY I SUBMIT AN OFFER IF I DON'T HANDLE THE BRAND LISTED IN THE PROCUREMENT DOCUMENT?

Yes, if the solicitation specified “a brand name or equal”, you may offer an alternative or “equal” brand. “or equal” products will be evaluated after offers are received, based on literature or samples submitted and any required testing for the product. Failure to submit responsive literature and/or samples may be cause for rejection of your offer.

THE PURCHASING DEPARTMENT IS HERE TO ASSIST YOU IN COMPETITIVELY OBTAINING COUNTY BUSINESS. IF YOU HAVE QUESTIONS WHICH ARE NOT ADDRESSED IN THIS HANDBOOK, DO NOT HESITATE TO CALL.

CAREFULLY REVIEW ALL PROCUREMENT DOCUMENTS YOU RECEIVE AND IF YOU SHOULD HAVE ANY CONCERNS, QUESTIONS, OR COMMENTS DO NOT HESITATE TO CONTACT US IMMEDIATELY.

U. S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective shall attach an explanation to the proposal.

Organization Name

Bid Number/Bid Title or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature

Date

**COUNTY OF ORANGEBURG
NO BID REPLY FORM**

BID NO. _____ BID TITLE: _____

IF YOU INTEND TO ENTER A "NO BID" RESPONSE TO OUR REQUEST FOR BIDS, PLEASE INDICATE YOUR REASONS BELOW. WE WILL USE THIS INFORMATION TO BETTER IDENTIFY BIDDERS FOR PARTICULAR COMMODITIES, UPDATE OUR RECORDS AND IMPROVE THE QUALITY AND CONTENT OF OUR REQUEST FOR BIDS. THIS INFORMATION WILL NOT PRECLUDE YOUR RECEIPT OF FUTURE INVITATIONS UNLESS YOU REQUEST REMOVAL FROM THE BIDDERS LIST OR FROM A PARTICULAR PRODUCT CATEGORY. WE TREAT THIS "NO BID" RESPONSE AS A PROPER REPLY TO AN INVITATION. FAILURE TO RETURN THIS FORM FOR A "NO BID" COULD RESULT IN YOUR BEING REMOVED FROM THE BIDDERS LIST AS "NOT INTERESTED"

- ___ 1. WE DO NOT WISH TO PARTICIPATE IN THE BID PROCESS.

- ___ 2. WE DO NOT WISH TO BID UNDER THE TERMS AND CONDITIONS OF THE REQUEST FOR BID DOCUMENTS. OUR OBJECTIONS ARE:

- ___ 3. WE DO NOT FEEL WE CAN BE COMPETITIVE.

- ___ 4. WE CANNOT SUBMIT A BID BECAUSE OF THE MARKETING OR FRANCHISING POLICIES OF THE MANUFACTURING COMPANY.

- ___ 5. WE DO NOT WISH TO SELL TO THE COUNTY OF ORANGEBURG. OUR OBJECTIONS ARE _____

- ___ 6. WE DO NOT SELL ITEMS/SERVICES ON WHICH BIDS ARE REQUESTED.

- ___ 7. OTHER _____

- ___ 8. WE WISH TO REMAIN ON THE BIDDERS LIST.

- ___ 9. WE WISH TO BE DELETED FROM THE BIDDERS LIST.

- ___ 10. REMOVE US FROM THESE ITEMS/SERVICES ONLY.

COMPANY NAME _____

SIGNED _____

Request for Taxpayer Identification Number and Certification

Give form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ <input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Social security number								
or								
Employer identification number								

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments **after** December 31, 2001 (29% **after** December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

W-9 Withholding Statement

Orangeburg County requires all proposers to supply this information in order that we comply with federal tax requirements. Please have an officer of your company complete the following and return it with the proposal documents. This information is required even if your company is tax exempt.

Contact person: _____

Phone number: _____

Legal Company Name: _____

As it appears on your SS-4 (application for Employer ID Number) or SS-5 (application for Social Security Card).

Legal Address:

Taxpayer Identification Number:

Federal Employer ID Number ___ - _____

Is your company subject to 1099 reporting (for payments made to you, backup withholding, etc.)?
Yes ___ No ___

If yes, you must indicate type: ___ Interest ___ Miscellaneous

Type ___ 1. Rent ___ 2. Royalties ___ 3. Prizes & Awards ___
4. Medical & Health Care ___ 5. Non-employee Compensation

Under penalty of perjury I certify that:

1. I am not subject to backup withholding. True ___ False ___
2. The information provided on this form is true, correct and complete. Yes ___ No ___

Signature

Title

Date

**County Of Orangeburg
Noncollusion Affidavit of Prime Proposer**

In the State of _____,
in the County of _____, and being

- (1) Deposes and says that: _____, is an officer and/or acceptable representative of: _____, and has submitted the attached Proposal/Proposal:
- (2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal:
- (3) Such Proposal is genuine and is not a collusive or sham Proposal:
- (4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix overhead, profit or cost element of the Proposal price or the Proposal price of any other proposer, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Orangeburg, South Carolina or any person interested in the proposed contract; and
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.
- (6) No person associated with Proposer's firm is an employee of Orangeburg County. If such Proposer, or Proposer's firm have any currently existing Agreements with the County, Proposer must affirm that said contractual arrangements do not constitute a conflict-of-interest in this Solicitation.

Sincerely,

(Signature of Proposer)

Name and Title: _____

Subscribed and sworn to before me

This ___ day of _____,
My Commission Expires:

COUNTY OF ORANGEBURG VENDOR INFORMATION

GENERAL

Company Name	
Terms	
Discount %	
Number of Days	
Net Due	
Day of Month Due	
Minority Business (Yes or No)	
1. Classification	
2. S.C. Certification Number	
Tax Id Type(EIN or SSN)	
Tax Id	

ORDER

Order Address	
City	
State	
Zip	
Contract Name	
Phone #	
Fax #	
E-Mail Address	
Web Site	

REMITTANCE

Remit to	
Address	
City	
State	
Zip	
Contract Name	
Phone #	
Fax #	
E-Mail Address	

BID

Bid Address	
Address	
City	
State	
Zip	
Contract Name	
Phone #	
Fax #	
E-Mail Address	

CREDIT

Credit Limit	
Minimum Purchase	

FOR FINANCE USE ONLY

Date of Entry: _____	By: _____	Vendor # Assigned _____