



Change of Vendor Form

Part I - Property Section

Choose One: _____ New _____ Change ~ enter existing Vendor ID: _____

Property Name: _____ Property Code: _____

Requested by: _____ Date: _____

Print Name and Title

Part II - Vendor Section

Vendor Name: _____

Remittance Address: _____

Vendor Phone: _____ Vendor Fax: _____

Vendor Email: _____

Federal Tax ID: _____

Name on SSN: *OR* _____ SSN: _____

Is Vendor Incorporated? _____ Yes _____ No

Type of Business: _____

I have been informed of the requirement to register and be approved in Compliance Depot, as well as the requirement to register for electronic invoicing or managed catalog through Ops Technology. I understand both requirements must be met in order to conduct business with any Harbor Group property and that there are fees associated with each requirement. I also agree to maintain current and accurate information in Compliance Depot and Ops Technology.

_____ *Print Vendor Name* _____ *Vendor Signature* _____ *Date*

Part III - Regional Manager Approval

Please list any additional properties approved to use this vendor:

_____ *Print RM Name* _____ *RM Signature* _____ *Date*

Part IV - Accounting Use Only

Compliance Depot Complete:	_____	Compliance Depot #:	_____
Ops Technology Complete:	_____	New Vendor ID:	_____
Date Property Notified:	_____	AP Initials:	_____