



## 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:	_____