

GENERAL VENDOR APPLICATION INSTRUCTIONS

The vendor application is for companies who would like to be added to Arkansas State University-Jonesboro's bid list. The bid list application is used for bids \$25,000 and over. If a vendor would like to bid on items under \$25,000, they must contact the individual departments and request they be considered for any future purchases or quotes. When a bid over \$25,000 becomes available that is specific to your class listings, Procurement Services will email you to let you a bid is available.

- 1. Complete the first & second page. Remember to include your email address and Federal ID number.**
- 2. Complete the class and subclass page. The list of classes and subclasses are the bulk of the application. If you do not see your class or subclass listed, please include a note stating what your company manufactures or sells.**
- 3. Mail (do not fax!) the application to Procurement Services.**

When Procurement Services received and processes the application, we will email the vendor a confirmation of their addition to our bidders list.