

**Seattle University**  
**Vendor Information Form**

Please include a current W-9 when returning this form

**Business Address**

Business Name: \_\_\_\_\_

dba (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Company Website: \_\_\_\_\_

**Remittance Address**

Same as Business Address

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Order Placement Email or Fax**

Same as Business Address

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

**Seattle University Contact**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

**Additional Information Requested**

Please check all that apply to assist us in reporting:

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Black-owned      | <input type="checkbox"/> Other POC-owned | <input type="checkbox"/> Woman-owned   | <input type="checkbox"/> Service-Disabled Veteran-owned    |
| <input type="checkbox"/> Indigenous-owned | <input type="checkbox"/> LGBTQIA+-owned  | <input type="checkbox"/> Veteran-owned | <input type="checkbox"/> Not a Diverse Business Enterprise |

North American Industry Classification System (NAICS Code): \_\_\_\_\_

(Check - <http://www.naics.com/search.htm> )

## Vendor Sustainability Assessment

Seattle University participates in a Sustainability Tracking, Assessment and Rating System (STARS). In support of our sustainability efforts, we request that you **check the boxes below in which your business or product satisfies the criteria.**

### Primary Criteria

- Green Seal certified** (or similar rating)
- Recycled material content & amount in product** (for some products like paper, plastics, etc.)
- Recycled quantity and content in packaging**
- Produced locally:**
  - **Defined As:** Materials/products that have been extracted, harvested, recovered or manufactured within 500 miles of campus. Note: food products only must be sourced within 250 miles of campus to be considered local.
- Certified Organic** – Food product (USDA or USDA)
- Fair Trade Certified**
- Forest Stewardship Council Certified**
- Energy Star Certified/EPEAT standards**

### Secondary Criteria

- Biodegradable**
- Single use or multiple use product**
- Average Lifespan of Product**
- Ability to be recycled**
- Ability to return the product for refurbishing/reclamation at the end of its life-cycle**
- Made from rapidly renewable materials**
  - **Defined As:** Materials that are typically harvested within a ten-year cycle or shorter
- Biodegradable/Compostable**
- Carcinogen-free**
- Chlorofluorocarbon(CFC)-free**
- Heavy metal free (e.g. no mercury, no lead)**
- Low volatile organic compound (VOC) content**
  - **Defined as:** Carbon compounds that participate in atmospheric photochemical reactions(excluding carbon monoxide, carbon di-oxide, carbonic acid, metallic carbides and carbonates, and ammonium carbonate). The compounds vaporize at normal room temperatures.
- Refurbished**
- Additional Certification from the Global Ecolabeling Network.** <http://www.globalecolabelling.net/>