Instructions for Completing a Vendor Profile

Part 1- Department

1. Villanova Departments must complete all sections of Part 1.
   a. Note: It is important to remember to ask for an Insurance Certificate for those Vendors coming onto campus.
2. Departments may request a Vendor Profile directly from the Vendor.
3. Departments should send the completed Vendor Profile to the Procurement Department (fax number- 97716).

Part 2- Vendor

1. Vendors must complete all sections in Part 2 of the Vendor Profile. Items marked with an “*” are optional fields, however, they will help Villanova to evaluate your company.
2. The Federal ID number must be completed by all non-corporations.

Part 3- Financial Affairs

1. The Procurement Department will review each Vendor Profile as they are submitted.
2. Those requiring an insurance certificate will be held until the certificate is received.
3. Once received, the Vendor Profile and Insurance Certificates will be sent to the Insurance Manager for review.
4. The Financial Affairs Office will then approve or disapprove all vendors.
5. Departments will be notified of disapproved vendors.