

**To obtain an eProcurement account with the specified state contract suppliers below, you must complete this form. You will receive an auto-generated email with a username and password when registration process is complete.**



eProcurement, Financial Management  
 206 Crofts Hall  
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 Attn: Valerie Dennis, 716-645-2604  
 vlb5@buffalo.edu

## eProcurement Registration

### Suppliers (select all that apply)

- Staples Advantage    *Is order approval required?*     Yes, name of approver \_\_\_\_\_     No
- UPS CampusShip    *Do you have Shipper Number?*     Yes, the number is \_\_\_\_\_     No
- VWR    *Is order approval required?*     Yes, name of approver \_\_\_\_\_     No
- Fisher Scientific    *Is order approval required?*     Yes, name of approver \_\_\_\_\_     No

### User Information

Name:	Title:
<i>I acknowledge that I will adhere to all University policies and guidelines governing the purchase of business-related supplies.</i>	
Signature:	Date:
Department:	
Phone:	
Email:	
UB Person #/UBIT Name:	
Department Address:	
City:	Zip:

### Approver Authorization

<i>I authorize the above employee to hold an online ordering account for business-related purchases with online suppliers.</i>	
Department Head (Print Name):	Title:
Department Head (Signature):	Date:

### Account Information

<i>Name the State, RF, or UBF account number to be tied to the supplier</i>		