



www.aikencountysc.gov

# Aiken County

## Procurement Department

1930 University Parkway, Suite 3201  
Aiken, SC 29801 (803) 642-1540  
[procurement@aikencountysc.gov](mailto:procurement@aikencountysc.gov)

### VENDOR APPLICATION GENERAL COMPANY INFORMATION

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

Require a 1099? Yes  No

Web Site: \_\_\_\_\_ Please briefly describe the supplies or services you would provide:

**Payment Terms:** Discount %: \_\_\_\_\_ Number of Days: \_\_\_\_\_ Day/Month Due: \_\_\_\_\_

Credit Limit: \_\_\_\_\_ Net Due: \_\_\_\_\_ Minimum Purchase: \_\_\_\_\_ Vendor # Assigned: \_\_\_\_\_

**(County Use Only)**

If your company would like to receive payment by EFT, please complete the following:

EFT Bank Code: \_\_\_\_\_ Bank Account #: \_\_\_\_\_ Prenote: Yes  No

Send Receipt To: \_\_\_\_\_  
(Email or mailing address)

### ADDRESS INFORMATION

**Order Address:**

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**Bid Address:** (If the same as Order Address put the same as above)

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**Remittance Address:**

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**Note:** Placement on vendor list is a service provided for your convenience as a courtesy. Inclusion is not a binding assurance of future solicitations. Please check our official website at [www.aikencountysc.gov](http://www.aikencountysc.gov) and look for "Bid Opportunities" to review posted projects that may be of interest to you. **Insurance:** General Liability & Worker's Compensation coverage is required for vendors that perform work onsite for Aiken County South Carolina. If not required by SC Law to have Worker's Compensation a waiver must be submitted. Please save and e-mail this completed form to [procurement@aikencountysc.gov](mailto:procurement@aikencountysc.gov) Or mail to: Aiken County Procurement Department 1930 University Parkway, Suite 3201 Aiken, South Carolina 29801