

# Vendor Onboarding or Change Form

Please complete this entire form or payment may be delayed.  
type all input – no handwriting please

Add New Supplier  Update Existing Supplier  Change of Address/Payment Information

## Business Information

Vendor Legal Name: Click or tap here to enter text.

Vendor “DBA” Name: Click or tap here to enter text.

Vendor Remit Address: Click or tap here to enter text. City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Vendor Physical Address: Click or tap here to enter text. City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Tax ID: Click or tap here to enter text. Supplier Category:

Scope of Work: Click or tap here to enter text.

Supplier Category: Choose an item.

Business Classification:  N/A  Minority Business Enterprise  Disadvantaged Business Enterprise

Small Disadvantaged Business  Woman Owned Business  Service Disabled Veteran  Veteran Owned

Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Purchase Order Submission Email: Click or tap here to enter text.

Vendor ACH/Wire Information:

Bank Name: Click or tap here to enter text.

ABA: Click or tap here to enter text. Account: Click or tap here to enter text.

Wire Instructions: Click or tap here to enter text.

\*Please provide a W9 and a Certificate of Insurance. Please ensure that the certificate holder box reads “South Jersey Industries and all its subsidiaries, 1 South Jersey Plaza, Folsom, NJ 08037”. SJI payment terms are Net45.