

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

**Business Address**

Business Name: \_\_\_\_\_  
dba (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Company Website: \_\_\_\_\_

**Remittance Address**

Same as Business Address  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Order Placement Email**

Same as Business Address  
Email: \_\_\_\_\_

**Seattle University Contact**

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

**Additional Information Requested**

Please check all that apply to assist us in reporting (Certification not required):

- Black-owned       Other POC-owned       Woman-owned       Service-Disabled Veteran-owned  
 Indigenous-owned       LGBTQIA+-owned       Veteran-owned       Not a Diverse Business Enterprise

Diverse Business Entity Certification, if applicable (Please provide a copy):

- Washington State Certification (OMWBE)      Certification Type: \_\_\_\_\_  
 Other DBE Certification      Certification Type: \_\_\_\_\_

North American Industry Classification System (NAICS Code): \_\_\_\_\_  
(Check - <https://www.naics.com/search/>)

## 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/>