How To: Complete an Interested Vendor Listing

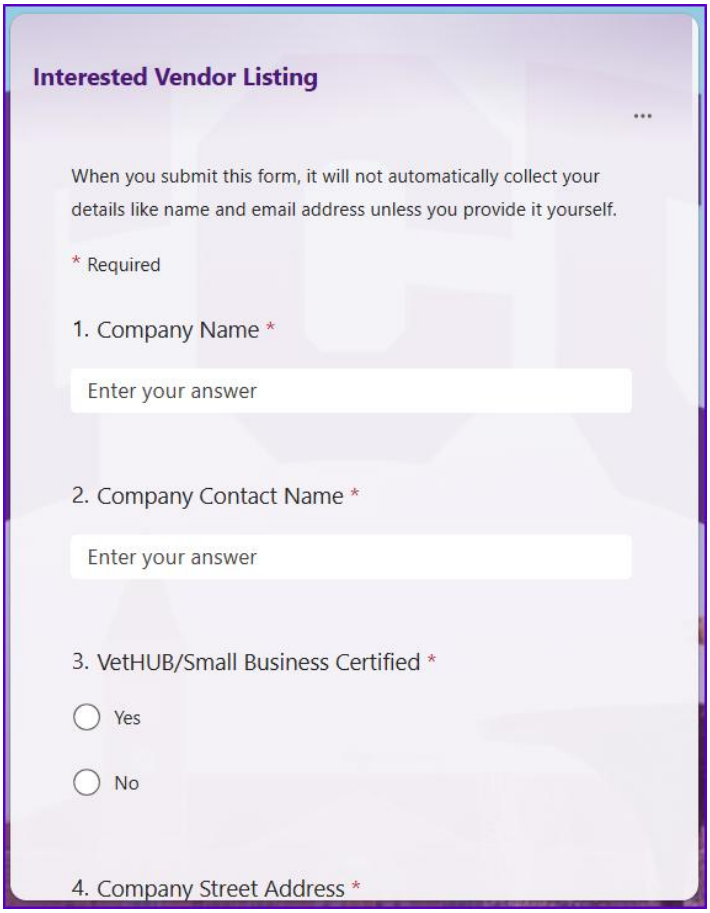
This guide is intended for suppliers who are interested in doing business with TCU.

TCU offers vendors a Microsoft Form where they can enter their business information to provide TCU with their contact information and general details for future reference.

This form does not guarantee business with TCU, but rather provides TCU with your contact and business information to reach out to you for your goods or services.

Interested Vendor Listing Form

(Click Here)



Detailed how-to instructions for the form continue on page 2 of this guide.

Form Fields

1. Company Name

Enter your official company name and any DBA (Doing Business As), if applicable.

2. Company Contact Name

Enter the name of the contact for your company. You may enter additional names, separated by a comma or semicolon.

3. Veteran/Small Business Certified

If your business has any Small Business or VetHub certifications, please select “Yes”. Otherwise, select “No”.

4. Company Street Address

Enter the number and street name of your company. If there are multiple or local offices, please enter the office closest to TCU.

5.-7. City, State & Zip Code

Enter the city for the company address, select your state from the dropdown menu, and enter the zip code.

8. Phone Number

Only one phone number is allowed. Please don’t include symbols, including dashes, only numbers are allowed in this field.

TCU recommends entering the main number for the office rather than an individual to ensure continuity.

9. Emails

You can enter multiple emails; please separate multiple emails with a semicolon.

(Guide continues on page 3)

10. Products or Services Offered

Please enter a description of all services or products your company provides. Be as detailed as possible in this field.

11. Commodity Code

Select the commodity code that best matches your company's goods or services from the dropdown list.

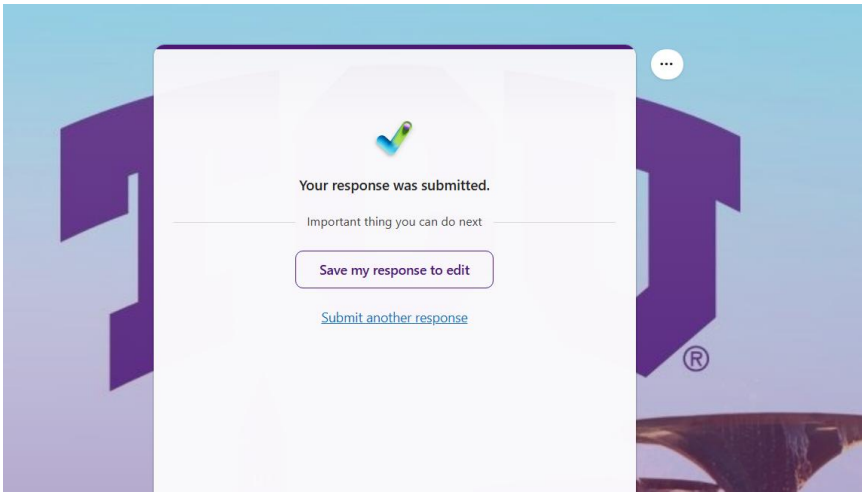
12. Commodity Code (Alternate)

Select a second code from the dropdown if another one also fits. This field is optional.

After Submitting

Once you submit, you will see a confirmation page that says "Your response was submitted." This means your submission was received.

You may click "Save my response to edit," which will let you return to your submission later and update your information if anything changes.



Still have questions?

Please check out our FAQs guide on the Supplier Information page for common questions related to this form and the submission process.