



Nebraska ESU Cooperative Purchasing  
1292 East 4th Street  
Ainsworth NE 69210

*"UNITED WE SAVE"*

**NECPAS**  
(Nebraska ESU Cooperative Purchasing Application Suite)

**VENDOR INFORMATION FORM**

Bids for the Annual Coop Buy are conducted online using the Nebraska ESU Cooperative Purchasing Application Suite (NECPAS). User name and password are required to use the NECPAS system. To register with NECPAS and receive a user name and password, please complete and return this form to Nebraska ESU Cooperative Purchasing. Thank you.

(please print)

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Company Website: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please select a user name (no spaces): \_\_\_\_\_

The NECPAS system will automatically issue a password which will be sent to the email address provided above. Please note: NE ESU Coop and it's employees will not have access to vendor passwords at any time. However, we can have the system re-issue passwords if necessary.

You will also receive information on how to obtain the Vendor Manual, Bid Terms and Conditions, and a hard copy of the bid document which is to be used as a working copy only. All bids must be submitted online through the NECPAS system.

If you have any questions or concerns, please contact Nebraska ESU Cooperative Purchasing.