



Eugene C. Smith
County Manager
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Dear Valued Vendor,

Dunn County is implementing a new Enterprise Resource Planning (ERP) system. When fully deployed, this system will dramatically improve the manner in which Dunn County does business. One of the outstanding features of this new system is Vendor Self-Service. This feature will allow you to update your information in our vendor database, in order to ensure the accuracy of your company's information and to support timely payment of invoices.

Because you are a current vendor, you are receiving this letter. We are asking our existing business partners to visit our website and complete the two fillable forms by **May 29, 2015**.

Upon completion of the forms and choosing the "Submit" button you are providing us with your electronic submission of the information and signature.

<http://www.co.dunn.wi.us/VendorReg>

- 1. Vendor Data Form**
- 2. W-9 Form**

On the Vendor Data form we are asking for your banking information so that we can provide electronic payments. We believe there will be a significant cost savings in processing payments and materials. In addition, we are hoping it will allow us to pay our vendors in a timelier manner.

If you have any questions, please call Vicki Wentz at 715-231-6411 or e-mail VWentz@co.dunn.wi.us

Thank you in advance for your assistance.

Best Regards,

T Kusmirek

Tonya Kusmirek, CFO