

Instructions

Please take a moment to complete the following questionnaire so we can enter your information accurately in our Vendor database.

Please complete all information. Here are some helpful hints:

- Vendor Name as your company or personal name as filed with the US Internal Revenue Service
- Complete the form to the right with your name and office information
- Doing Business As (DBA) is what name your company goes by if different from the IRS Records. Contracts cannot be awarded to a DBA but we can list it in addition to the Vendor Name.
- Address. Please enter your Mailing address in the space provided and attach a separate page if you have other addresses for other types of correspondence.
- IRS Form W-9 may be required.
- **DUNS number is required.** All vendors doing business with the US Federal government are required to have a DUNS number. If you do not have a DUNS Number please see the included Step-by-Step Process or call: (866) 705-5711.

Please note: Depending on the size and complexity of the Procurement Project, you may be required to provide additional information.

Vendor Name: _____

Doing Business As: _____

Mailing Address

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

City: _____

State: _____

Zip: _____

Country: _____

DUNS Number: _____

Website: _____

Payment Terms: _____

Accept Visa: Yes ___ No ___

GSA Contract No.: _____
(If Applicable)

AFNAF Contract No.: _____
(If Applicable)

Signature/Name/Title: _____

Primary Point of Contact

Name: _____

Phone: _____

Email: _____

Fax: _____

Completed W-9 required

Completed EFT required