

**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

# Step-by-Step Process to register with iUpdate

<https://iupdate.dnb.com/iUpdate/companylookup.htm>

You must successfully complete 4 easy steps to access iUpdate. You can follow the status bar at the top of the page to manage your progress.

## Company Look-up

Having trouble finding your company? Follow the below tips:

1. Remove symbols from your search criteria. Example – if your company name is D & K GLOBAL ENTERPRISES remove the “&” sign from your search
2. Avoid any type of punctuation marks
3. Only enter the first word or two of the business name. Sometime less search criteria is better
4. Avoid abbreviations if not specifically part of the legal company name
5. If the company name carries the proper name of an individual, only enter Last Name of the individual in the “Business Name” section
6. Exclude corporate status designations in the “Business Name” section. (i.e. - Inc, Corp, LLC, Co. etc)
7. If you locate your Business but the address is from a previous location, select that record as you can alter the address and other information once you are registered.

## Step 1 - Personal Information

This information is required at this step to validate your **PERSONAL** identity. **Do not enter** your **company address** as your registration will fail.

1. Legal First Name and Legal Last Name:
  - Ensure you enter **your** Legal First Name and Legal Last Name. Examples – What is your name on your Driver’s License, Mortgage, Mailing Address, etc..
  - Avoid the use of nicknames, initials, and suffixes such as JR, SR, II, etc.
2. Enter **your** current physical **home** address.
3. Home Telephone:
  - What telephone number do you most commonly use as your **Home Telephone Number?** (i.e. your cell phone is used as your Home telephone number)

## Step 2 – Company Info.

1. Complete the company information sections. This will provide us the data necessary to build your D-U-N-S Number.

## Step 3 – Review Details

1. Review your company details. If correct proceed to Step 4.

## Step 4 – Request Confirmation

1. Click the “Submit” button to complete your request.

**Thank you for using iUpdate**

**The easy way to manage D&B’s information on your Company**