***District of Columbia Government***

***Master Supplier Information Collection Template***

Vendor Name (Legal Name):

Vendor Number (I + Tax ID): 1

Phone Number (including area codes and extensions):

General E-mail Address:

Website Address:

W9 Tax ID Number:

CBE?: Yes  No  CBE Number:       (Choose matching items for **Supplier** and **Ownership** Types).

Contact Name:

Contact E-Mail Address:

Supplier/Vendor Type:

Ownership Type:

|  |  |  |
| --- | --- | --- |
| **1=DC Employee** | **4=Local Government** | **7=Other** |
| **2=Federal Agency** | **5=Vendor-Business** | **8=CBE** |
| **3=State Agency** | **6=Vendor=Individual** |  |

**Supplier/Vendor Type**

**Ownership Type**

|  |  |  |
| --- | --- | --- |
| **A=State Corporation** | **I=Individual Recipient** | **R=Foreign** |
| **C=Professional Corp.** | **L=CBE** | **S=Sole Ownership** |
| **E=State Employee** | **M=Medical Corporation** | **T=Partnership** |
| **F=Financial Institution** | **O=Out of State Corporation** | **U=Non-Profit** |
| **G=Government Entity** | **P=Professional Association** |  |

**Mail Code = 300 = Purchase Order Address if Different from 000 (Cannot be a PO Box)**

Address:

City:       State:       Zip Code:

**Mail Code = 000 = Supplier Headquarters Address (Cannot be a PO Box)**

Address:

City:       State:    Zip Code:

**Business License Information**

Type:       (Business, Professional, Other)

License Number

**Mail Code = 200 = Payment Remittance Address if Different from 000**

Address:

City:       State:       Zip Code:

***ALL* ITEMS IN THIS AREA MUST BE COMPLETED TO RECEIVE ELECTRONIC PURCHASE ORDERS**

DUN & Bradstreet No. (DUNS):

***(To apply for a your DUNS number call 1-866-705-5711 Required for all Email and Fax Purchase Order forwarding requests.)***

ANID Number:

**(Please register at** [**supplier.ariba.com**](https://service.ariba.com/Supplier.aw)**; This is a required field. You will not be able to receive your purchase orders without the number.)**

Do you want the purchase order forwarded by e-mail or fax? Email  Fax

***(Please choose only one; We do not support the ARIBA Online option. )***

Ordering E-Mail Address (Send Purchase Orders):

Ordering Fax Number (Send Purchase Orders):

Does the Vendor Accept Purchase Cards: Yes  No