ATTACHMENT C  
Bexar County Purchasing Department VENDOR REGISTRATION FORM

Thank you for your interest in doing business with Bexar County. The Bexar County Purchasing Department encourages and seeks the participation of vendors to provide quality goods and services at competitive pricing.

Bexar County’s Online Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:

- Self-service supplier registration and account maintenance
- Vendors may identify multiple commodity codes for their business
- Improved communication via messages, including support of electronic attachments
- Capability to upload required documents
- Accessibility to all pertinent data, at one internet site

Vendor’s may register online or complete the following information. This form must be submitted with each bid, proposal or quote. [http://gov.bexar.org/purchasing/](http://gov.bexar.org/purchasing/)

I. OWNER STATUS (Check applicable boxes)  
BUSINESS NAME: ________________________________

If you have already registered online, submit your Vendor (Supplier) Number: ____________________

If not, please complete the following:

I. COMPANY INFORMATION

- Title ______  Given Name (First) ______________  Family Name (Last) ______________
- Phone Number ______________  Mobile Phone ______________  Fax Number ______________
- Email Address ______________________
- Company Name – (name that appears on your W-9 and/or tax return) ______________
- Dun and Bradstreet number ______________
- Tax Id type – (Tax Id, Social Security Number, or Foreign Id) ______________
- Website ______________
- Doing Business As (DBA) ______________
- Remit to first name ______________  Remit to last name ______________
- Address ______________  City ______________  State/Province ______________
- Postal Code ______________  County ______________  Country ______________
II. DIVERSITY CODES (CHECK APPLICABLE BOXES)

<table>
<thead>
<tr>
<th>MALE/FEMALE</th>
<th>ETHNICITY</th>
<th>PHYSICAL CONDITION</th>
<th>ENTERPRISE SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) Male</td>
<td>( ) White</td>
<td>( ) Disabled</td>
<td>( ) Small Business</td>
</tr>
<tr>
<td>( ) Female</td>
<td>( ) Hispanic</td>
<td>( ) Not Disabled</td>
<td>( ) Large Business</td>
</tr>
<tr>
<td></td>
<td>( ) Asian Pacific</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>( ) Sub-Continent Asian</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>( ) Black/African American</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>( ) Native American</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>( ) Other Ethnicity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. CERTIFICATION OF BUSINESS AS SMALL, MINORITY OR WOMAN OWNED ENTERPRISE (SMWBE)

Bexar County has established a Small, Minority, & Woman Owned Business Enterprise Program. Additional information may be required after receipt of offers and/or award of contract(s) to support and document the SMWBE/DBE certification. Bexar County will accept certification from various agencies. (See SMWBE Website for listing of agencies http://gov.bexar.org/smwbe/certification.html)

Certifying Agency: ___________________ REG #: ___________________ Expiration Date: _______________

( ) SBE ( ) MBE ( ) WBE ( ) DBE ( ) 8(a) ( ) VBE ( ) LGBT

Purchasing Department, 1103 S. Frio, San Antonio, TX 78207 (210) 335-2211 (Phone) (210) 335-2219 (Fax)