

**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/>**

**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)**

**MALE/FEMALE**

- Male
- Female

**ETHNICITY**

- White
- Hispanic
- Asian Pacific
- Sub-Continent Asian
- Black/African American
- Native American
- Other Ethnicity \_\_\_\_\_

**PHYSICAL CONDITION ENTERPRISE SIZE**

- Disabled                       Small Business
- Not Disabled                       Large Business

**BUSINESS STRUCTURE**

- Sole Proprietor               Partnership
- LLC                               Multi-Ethnicity
- Public Corporation
- Private Corporation
- Non-Profit Organization

**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     LGBTE

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