



**STATE OF RHODE
ISLAND RIFANS
SUPPLIER REGISTRATION PACKAGE**

Registration in the Rhode Island Financial Accounting Network System (RIFANS) is required to be a supplier for the State of Rhode Island.

Registration in RIFANS and the Supplier Portal provides the following:

- Ability to receive automatic bid* notices via email
- View existing and new purchase orders (POs)
- Submit invoices electronically
- Review payment information

Tip: For faster payment, submit invoices electronically and register for ACH payment.

*It remains the responsibility of the supplier to check the [Division of Purchases](#) website for additional solicitation opportunities and instructions.

After the registration is verified you will be sent an email notification that contains a log-in ID and password (PW) to access the RIFANS portal as a supplier. A second email that contains detailed information and instructions for setting up your Supplier Portal account will be sent within 7 business days.

Note: Supplier and Portal Registration require manual review so please allow for processing during regular business hours.

**SUPPLIER COORDINATOR
PURCHASING DEPARTMENT
ONE CAPITOL HILL, 2ND FLOOR
PROVIDENCE, RI 02908-5855**

Please e-mail questions about completing this form to:

doa.pursuppliercoordinator@purchasing.ri.gov

Packet contents:

Cover Sheet
Supplier General Information
Form W-9
ACH authorization
NIGP Commodity Classification Codes
Submission Check List

Email Notifications:

Suppliers are strongly encouraged to set-up distribution and/or multiple user access within their email system to the generic account.

Enter a corporate generic email address where notifications may be sent in the future. ¹⁾

E-mail Address

- ¹⁾ Be aware that while the State provides automatic bid notices, it remains the responsibility of the supplier to check the **Division of Purchases** website for solicitation opportunities and instructions.

IMPORTANT NOTICE

The State will discontinue the use of the U.S. Postal Service for Supplier Purchase Order delivery. Suppliers are required to select **one** of the two delivery methods below.

Method 1 is the Preferred Method

Email is Rhode Island's preferred method for transmitting purchase orders. Provide a corporate **Generic** E-mail address where Purchase Orders should be sent:

Method 2 is an Alternative Method

If you cannot receive e-mails, then supply a corporate Fax Number including area code where Purchase Orders are to be sent:

CONTACTS:

First Contact Person
1st Contact (Corporate Office)
1st Contact Title
1st Contact Telephone Number
1st Contact E-Mail
1st Contact Fax No.

Second Contact Person
2nd Contact (Local Office)
2nd Contact Title
2nd Contact Telephone Number
2nd Contact E-Mail
2nd Contact Fax No.

NOTE: You may attach additional contact information on a separate sheet. Be sure to include the information requested above, and the contact number (ex. 3rd, 4th). Please insert any supplemental contact information sheets directly behind this page of the package.

MINORITY OWNED BUSINESSES

Minority Classification Codes Recognized by Rhode Island:

DBE1: Rehab Facility Disabled Products
DBE2: Disabled Owned Business Enterprise

MBE: Minority Business Enterprise

MBEA: MBE – Asian

MBEH: MBE - Hispanic

MBEB: MBE – Black

MBEN: MBE - Native American

WBE: Women’s Business Enterprise

MBEP: MBE-Portuguese

(To qualify, a business is at least 51% owned and controlled by one or more minorities/women listed above).

The State of Rhode Island certifies businesses for the above Minority Business Enterprises (MBE), Women Business Enterprise (WBE), and/or Disadvantaged Business Enterprise (DBE) programs. To obtain certification information, please contact the State of Rhode Island Minority Business Enterprise “MBE” Point of Contact for details and certification forms.

MBE Point of Contact	
State Contact:	Dorinda Keene
Telephone:	401-574-8670
E-Mail:	dorinda.keene@doa.ri.gov

Do you qualify as an MBE? Yes No

If you chose yes and are not certified by the Rhode Island Minority Business Enterprise, contact the MBE point of contact listed above for certification instruction.

STATE OF RHODE ISLAND
FORM W-9 PAYER'S REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER AND CERTIFICATION



THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

Taxpayer Identification Number (T.I.N.)

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

Social Security No. (SSN)

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Employer ID No. (EIN)

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NAME

ADDRESS

CITY, STATE AND ZIP CODE

PAYMENT REMITTANCE ADDRESS, IF DIFFERENT FROM THE ADDRESS ABOVE

ADDRESS

CITY, STATE AND ZIP CODE

CERTIFICATION: Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), **and**
- (2) I am not subject to backup withholding because either: (A) I am exempt from backup withholding, or (B) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (C) the IRS has notified me that I am no longer subject to backup withholding.
- (3) I am a U.S. citizen or other U.S. person (as defined by the IRS).

Certification Instructions -- You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item (2) does not apply.

Please sign here and provide title, date and telephone number:

SIGNATURE _____ **TITLE** _____ **DATE** _____ **TEL NO** _____
Original Signature Required (Digital Signature Not Acceptable)

BUSINESS DESIGNATION:

Please Check One: Individual Corporation Trust/Estate Government/Nonprofit Corporation
 Partnership Medical Services Corporation Legal Services Corporation
 LLC Tax Classification: Single Member (Individual) Partnership Corporation

TIPS:

NAME: Be sure to enter your full and correct legal name as shown on your income tax return for the SSN or EIN provided.

ADDRESS, CITY, STATE AND ZIP CODE: If you operate a business at more than one location, adhere to the following:

- 1) Same EIN with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
- 2) Different EIN for each different location -- submit a completed W-9 form for each EIN and location. (One year-end tax information return will be reported for each EIN and remittance address.)

Mail Completed Form To:
Supplier Coordinator
Purchasing Department
One Capitol Hill, 2nd Floor
Providence RI 02908

Or Email To: doa.pursuppliercoordinator@purchasing.ri.gov

For State Use Only:	
IRS ___ RI SOS ___ FED ___ Other _____	
RI Supplier # _____ Approved _____	
Date Entered _____ Entered By _____	



STATE OF RHODE ISLAND VENDOR ACH ENROLLMENT FORM FOR DIRECT DEPOSITS



Benefits of ACH Deposits:

Quicker Access to Funds

- no more waiting for the mail to arrive
- eliminate trips to the bank
- avoid lost/missing checks

Convenience

- money deposited directly into your account
- ability to view deposits/payment information online

<http://www.ripay.ri.gov> or via the State Portal

Select Appropriate Transaction Type:

New* ____

Change* ____

Delete ____

***requires original voided check**

If you want to setup a direct deposit account with the State of Rhode Island, please complete this form and enclose an original voided check or savings deposit slip and forward to the address below.

Company/Supplier Name _____

Taxpayer Identification Number (TIN/EIN/FIN) _____

I (we) hereby authorize The State of Rhode Island to initiate credit entries to my (our) account:

- Checking Account (attach original voided check) Savings Account (attach original deposit slip)

Bank Name _____ Name on Account _____

Branch Name _____

Routing Number _____ Account Number _____

(Banking information must match supporting documentation attached)

I (we) acknowledge that the origination of ACH transactions to my (our) account comply with the provisions of U.S. law.

Name _____ Title _____
(Please Print)

Signature _____ Date _____
(Original Signature Required – Digital Signatures Not Acceptable)

Tel # _____ Fax # _____ E-Mail _____

This authorization is to remain in full force and effect until the State of Rhode Island has received written notification from the above referenced Company/Supplier of its termination in such time and in such manner as to afford the State of Rhode Island a reasonable opportunity to act upon it.

Mail Completed Form and Original Voided Check to:

Supplier Coordinator
Purchasing Department
One Capitol Hill, 2nd Floor
Providence RI 02908

For State Use Only
RI Supplier # _____
Date Entered _____

Scanned/Faxed copies of this form are not acceptable

COMMODITIES/SERVICES PROVIDED:

In order to properly place suppliers on the appropriate supplier lists for sourcing goods and services, suppliers must identify what products and service classifications they offer by selecting the appropriate NIGP commodity and service codes.

Using the NIGP commodity class codes listing on the following pages, circle the 3-digit NIGP commodity class codes listed for the equipment, supply, material and/or services classes that you provide and return with the completed package.

Purchases staff will not assist in the selection process; it is the responsibility of the supplier to review this listing and complete the selections.

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RI-FANS Supplier Registration Package

NIGP CLASS LIST

COMMODITIES

005	Abrasives
010	Acoustical Tile, Insulating Materials, And Supplies
015	Addressing, Copying, Mimeograph, And Spirit Duplicating Machine Supplies: Chemicals, Inks, Paper, Etc.
19	Agricultural Crops And Grains Including Fruits, Melons, Nuts, And Vegetables
20	Agricultural Equipment, Implements, And Accessories (See Class 022 For Parts)
022	Agricultural Implement And Accessory Parts
025	Air Compressors And Accessories
031	Air Conditioning, Heating, And Ventilating: Equipment, Parts And Accessories (See Related Items In Class 740)
035	Aircraft And Airport, Equipment, Parts, And Supplies
037	Amusement, Decorations, Entertainment, Toys, Etc.
040	Animals, Birds, Marine Life, And Poultry, Including Accessory Items (Live)
045	Appliances And Equipment, Household Type
050	Art Equipment And Supplies
052	Art Objects
055	Automotive Accessories For Automobiles, Buses, Trucks, Etc.
060	Automotive Maintenance Items And Repair/Replacement Parts
065	Automotive Bodies, Accessories, And Parts
070	Automotive Vehicles And Related Transportation Equipment
075	Automotive Shop Equipment And Supplies
080	Badges, Emblems, Name Tags And Plates, Jewelry, Etc.
085	Bags, Bagging, Ties, And Erosion Control Equipment
090	Bakery Equipment, Commercial
095	Barber And Beauty Shop Equipment And Supplies
100	Barrels, Drums, Kegs, And Containers
105	Bearings (Except Wheel Bearings And Seals -See Class 060)
110	Belts And Belting: Automotive And Industrial
115	Biochemicals, Research
120	Boats, Motors, And Marine And Wildlife Supplies
125	Bookbinding Supplies
135	Bricks And Other Clay Products, Refractory Materials, And Stone Products
140	Broom, Brush, And Mop Manufacturing Machinery And Supplies
145	Brushes (Not Otherwise Classified)
150	Builder's Supplies
155	Buildings And Structures: Fabricated And Prefabricated
160	Butcher Shop And Meat Processing Equipment
165	Cafeteria And Kitchen Equipment, Commercial
175	Chemical Laboratory Equipment And Supplies
180	Chemical Raw Materials (In Large Quantities Primarily For Manufacturing Janitorial And Laundry Products)
190	Chemicals And Solvents, Commercial (In Bulk)
192	Cleaning Compositions, Detergents, Solvents, And Strippers - Prepackaged
193	Clinical Laboratory Reagents And Tests (Blood Grouping, Diagnostic, Drug Monitoring, Etc.)
195	Clocks, Watches, Timepieces, Jewelry And Precious Stones
200	Clothing, Athletic, Casual, Dress, Uniform, Weather Related, Work
201	Clothing Accessories (See Class 800 For Shoes And Boots)
204	Computer Hardware And Peripherals For Microcomputers
206	Computer Hardware And Peripherals For Mini And Main Frame Computers
207	Computer Accessories And Supplies
208	Computer Software For Microcomputers (Preprogrammed)
209	Computer Software For Mini And Mainframe Computers (Preprogrammed)
210	Concrete And Metal Culverts, Piling, Septic Tanks, Accessories And Supplies
220	Controlling, Indicating, Measuring, Monitoring, And Recording Instruments And Supplies
225	Coolers, Drinking Water (Water Fountains)
232	Crafts, General
233	Crafts, Specialized
240	Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, And Supplies
245	Dairy Equipment And Supplies
250	Data Processing Cards And Paper
255	Decals And Stamps
257	Defense System Equipment, Weapons And Accessories
260	Dental Equipment And Supplies
265	Draperies, Curtains, And Upholstery Material (Including Automobile)
269	Drugs And Pharmaceuticals
271	Drugs, Pharmaceuticals, And Sets (For Large-Volume Parenteral Administration, Infusion, Irrigation, And Tube Feeding)

RI-FANS Supplier Registration Package

NIGP CLASS LIST

COMMODITIES

280	Electrical Cables And Wires (Not Electronic)
285	Electrical Equipment And Supplies (Except Cable And Wire)
287	Electronic Components, Replacement Parts, And Accessories: And Miscellaneous Electronic Equipment (Not For Testing Or Analyzing -See 730)
290	Energy Collecting Equipment And Accessories: Solar And Wind
295	Elevators And Escalators, Building Type
305	Engineering Equipment, Surveying Equipment, Drawing Instruments, And Supplies
310	Envelopes, Plain Or Printed
315	Epoxy Based Formulations For Adhesives, Coatings, And Related Agents
318	Fare Collection Equipment And Supplies
320	Fastening, Packaging, Strapping, Tying Equipment And Supplies
325	Feed, Bedding, Vitamins And Supplements For Animals (See Class 875 For Drugs And Pharmaceuticals For Animals)
330	Fencing
335	Fertilizers And Soil Conditioners
340	Fire Protection Equipment And Supplies
345	First Aid And Safety Equipment And Supplies (Except Nuclear And Welding)
350	Flags, Flag Poles, Banners, And Accessories
360	Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies
365	Floor Maintenance Machines, Parts, And Accessories
370	Food Processing And Canning Equipment And Supplies
375	Foods: Bakery Products (Fresh)
380	Foods: Dairy Products (Fresh)
385	Foods, Frozen
390	Foods: Perishable
393	Foods: Staple Grocery And Grocer's Miscellaneous Items
395	Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, And Folders For Forms
400	Foundry Castings, Equipment, And Supplies
405	Fuel, Oil, Grease And Lubricants
410	Furniture: Health Care And Hospital Facility
415	Furniture: Laboratory
420	Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
425	Furniture: Office
430	Gases, Containers, Equipment: Laboratory, Medical, And Welding
435	Germicides, Cleaners, And Related Sanitation Products For Health Care Personnel
440	Glass And Glazing Supplies
445	Hand Tools (Powered And Non-Powered), Accessories And Supplies
450	Hardware And Related Items
460	Hose, Accessories, And Supplies: Industrial, Commercial, And Garden
465	Hospital And Surgical Equipment, Instruments, And Supplies
470	Hospital, Nursing Home Or Residential Specialized Equipment For The Handicapped And Disabled
475	Hospital, Surgical, And Related Medical Accessories And Sundry Items
485	Janitorial Supplies, General Line
490	Laboratory Equipment And Accessories (For General Analytical And Research Use): Nuclear, Optical, And Physical
493	Laboratory Equipment And Accessories: Biochemistry, Chemistry, Environmental Science, Etc.
495	Laboratory And Field Equipment And Supplies: Biology, Botany, Geology, Microbiology, Zoology, Etc.
500	Laundry And Dry Cleaning Equipment, Accessories, Parts And Supplies - Commercial
505	Laundry And Dry Cleaning Compounds And Supplies
510	Laundry Textiles And Supplies
515	Lawn Maintenance Equipment, Accessories, And Parts (Non-Agricultural Applications)
520	Leather And Related Equipment, Products, Accessories, And Supplies
525	Library And Archival Equipment, Machines, And Supplies
530	Luggage, Brief Cases, Purses And Related Items
540	Lumber And Related Products
545	Machinery And Hardware, Industrial
550	Markers, Plaques And Traffic Control Devices
553	Manufacturing Components And Supplies
555	Marking And Stenciling Devices
556	Mass Transportation - Transit Bus
557	Mass Transportation - Transit Bus Accessories And Parts
558	Mass Transportation - Rail Vehicles And Systems
559	Mass Transportation - Rail Vehicle Parts And Accessories
560	Material Handling And Storage Equipment And Allied Items
565	Mattress Manufacturing Machinery And Supplies
570	Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing, And Fabricated Items
575	Microfiche And Microfilm Equipment, Accessories, And Supplies
578	Miscellaneous Products
580	Musical Instruments, Accessories, And Supplies

RI-FANS Supplier Registration Package

NIGP CLASS LIST

COMMODITIES

590	Notions And Related Sewing Accessories And Supplies
593	Nuclear Equipment, Components, Accessories And Supplies
595	Nursery Stock, Equipment, And Supplies
600	Office Machines, Equipment, And Accessories
605	Office Mechanical Aids, Small Machines, And Apparatuses
610	Office Supplies: Carbon Paper And Ribbons, All Types
615	Office Supplies, General
620	Office Supplies: Erasers, Inks, Leads, Pens, Pencils, Etc.
625	Optical Equipment, Accessories, And Supplies
630	Paint, Protective Coatings, Varnish, Wallpaper, And Related Products
635	Painting Equipment And Accessories
640	Paper And Plastic Products, Disposable
645	Paper (For Office And Print Shop Use)
650	Park, Playground, Recreational Area And Swimming Pool Equipment
652	Personal Hygiene And Grooming Equipment And Supplies
655	Photographic Equipment And Supplies (Not Including Graphic Arts, Microfilm, And X-Ray)
658	Pipe And Tubing
659	Pipe And Tubing Fittings
660	Pipes, Tobaccos, Smoking Accessories; Alcoholic Beverages
665	Plastics, Resins, Fiberglass: Construction, Forming, Laminating, And Molding Equipment, Accessories, And Supplies
670	Plumbing Equipment, Fixtures, And Supplies
675	Poisons: Agricultural And Industrial
680	Police Equipment And Supplies
685	Poultry Equipment And Supplies
690	Power Generation Equipment, Accessories, And Supplies
691	Power Transmission Equipment - Electrical, Mechanical, Air And Hydraulic
700	Printing Plant Equipment And Supplies (Except Papers)
710	Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, Etc.
715	Publications And Audiovisual Materials (Prepared Materials Only, Not Equipment, Supplies, Or Production)(See Class 785 For Instructional Aids)
720	Pumping Equipment And Accessories
725	Radio Communication, Telephone, And Telecommunication Equipment, Accessories, And Supplies
730	Radio Communication And Telecommunication Testing, Measuring, And Analyzing Equipment, Accessories And Supplies
735	Rags, Shop Towels, And Wiping Cloths
740	Refrigeration Equipment And Accessories
745	Road And Highway Building Materials (Asphaltic)
750	Road And Highway Building Materials (Not Asphaltic)
755	Road And Highway Equipment And Parts: Asphalt And Concrete Handling And Processing
760	Road And Highway Equipment: Earth Handling, Grading, Moving, Packing, Etc.
765	Road And Highway Equipment (Except Asphalt, Concrete, And Earth Handling Equipment In Classes 755 And 760)
770	Roofing
775	Salt (Sodium Chloride) (See Class 393 For Table Salt)
780	Scales And Weighing Apparatus (See 175-08 For Laboratory Balances)
785	School Equipment And Supplies
790	Seed, Sod, Soil, And Inoculants
795	Sewing Room And Textile Machinery, And Accessories
800	Shoes And Boots
801	Signs, Sign Materials, Sign Making Equipment, And Related Supplies
803	Sound Systems, Components, And Accessories: Group Intercom, Music, Public Address, Etc.
804	Spacecrafts, Accessories And Components
805	Sporting Goods, Athletic Equipment And Athletic Facility Equipment
810	Spraying Equipment (Except Household, Nursery Plant, And Paint)
815	Steam And Hot Water Fittings, Accessories, And Supplies
820	Steam And Hot Water Boilers And Steam Heating Equipment
825	Stockman Equipment And Supplies
830	Tanks (Metal, Wood, And Synthetic Materials): Mobile, Portable, Stationary, And Underground Types
832	Tape (Not Data Processing, Measuring, Optical, Sewing, Sound, Or Video)
840	Television Equipment And Accessories
845	Testing Apparatus And Instruments (Not For Electrical Or Electronic Measurements)
850	Textiles, Fibers, Household Linens, And Piece Goods
855	Theatrical Equipment And Supplies
860	Tickets, Coupon Books, Sales Books, Strip Books, Etc.
863	Tires And Tubes
864	Train Controls, Electronic
865	Twine And String
870	Venetian Blinds, Awnings, And Shades
875	Veterinary Equipment And Supplies (See Class 325 For Vitamins And Supplements For Animals)

RI-FANS Supplier Registration Package

NIGP CLASS LIST

COMMODITIES

- 880 Visual Education Equipment And Supplies (Except Projection Lamps -See Class 285)
- 883 Voice Response Systems
- 885 Water And Wastewater Treating Chemicals
- 890 Water Supply, Groundwater, Sewage Treatment, And Related Equipment (Not For Air Conditioning, Steam Boiler, Or Laboratory Reagent Water)
- 895 Welding Equipment And Supplies
- 898 X-Ray And Other Radiological Equipment And Supplies (Medical)

SERVICES

- 905 Aircraft And Airport Operations Services
- 906 Architectural Services, Professional
- 907 Architectural And Engineering Services, Non-Professional
- 908 Bookbinding, Rebinding, And Repairing
- 909 Building Construction Services, New
- 910 Building Maintenance, Installation And Repair Services
- 912 Construction Services, General
- 913 Construction Services, Heavy
- 914 Construction Services, Trade (New Construction)
- 915 Communications And Media Related Services
- 918 Consulting Services
- 920 Data Processing, Computer, And Software Services
- 924 Educational Services
- 925 Engineering Services, Professional
- 926 Environmental And Ecological Services
- 928 Equipment Maintenance, Reconditioning And Repair Services For Automobiles, Trucks, Trailers, Transit Buses And Other Vehicles
- 929 Equipment Maintenance, Reconditioning, And Repair Services - Agricultural, And Heavy Industrial Equipment
- 931 Equipment Maintenance, Reconditioning, And Repair Services - Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, And Sewing Equipment
- 934 Equipment Maintenance, Reconditioning, And Repair Services - Laundry, Lawn, Painting, Plumbing, And Spraying Equipment
- 936 Equipment Maintenance, Reconditioning, And Repair Services - General Equipment
- 938 Equipment Maintenance, Reconditioning, And Repair Services - Hospital, Laboratory, And Testing Equipment
- 939 Equipment Maintenance, Reconditioning, And Repair Services - Office, Photographic, And Radio/Television Equipment
- 940 Equipment Maintenance, Repair, Construction, And Related Services - Railroad
- 941 Equipment Maintenance, Reconditioning, Repair, And Related Services - Power Generation
- 945 Fishing, Hunting, Trapping, Game Propagation, And Related Services
- 946 Financial Services
- 947 Forestry Services
- 948 Health Related Services (For Human Services See Class 952)
- 952 Human Services
- 953 Insurance, All Types
- 954 Laundry And Dry Cleaning Services
- 956 Library Services (See Class 908 For Bookbinding, Rebinding, And Repairing)
- 958 Management Services
- 959 Marine Construction Services; Marine Equipment Maintenance And Repair; Related Marine Services
- 961 Miscellaneous Services, No. 1
- 962 Miscellaneous Services, No. 2
- 965 Printing Preparations: Etching, Photoengraving, And Preparation Of Mats, Negatives And Plates
- 966 Printing And Related Services
- 967 Production And Manufacturing Services
- 968 Public Works And Related Services
- 971 Real Property Rental Or Lease
- 975 Rental Or Lease Services Of Equipment - Agricultural, Aircraft, Automotive, Heavy Equipment, And Marine Equipment
- 977 Rental Or Lease Services Of Equipment - Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing, And Window And Floor Coverings
- 979 Rental Or Lease Services Of Equipment - Engineering, Hospital, Laboratory, Precision Instruments, Refrigeration, Scales, And Testing Equipment
- 981 Rental Or Lease Of Equipment - General Equipment
- 983 Rental Or Lease Services Of Equipment - Clothing, Janitorial, Laundry, Lawn, Painting, Spraying, And Textile Equipment
- 984 Rental Or Lease Services Of Computers, Data Processing, And Word Processing Equipment
- 985 Rental Or Lease Services Of Equipment - Office, Photographic, Printing, Radio/Television/Telephone Equipment
- 988 Roadside, Grounds, Recreational And Park Area Services
- 989 Sampling And Sample Preparation Services (For Testing)
- 990 Security, Fire, Safety, And Emergency Services
- 992 Testing And Calibration Services
- 998 Sale Of Surplus & Obsolete Items

Submission Check List

Supplier General Information Form

- Page 2 - Did you complete all information including DBA if applicable?
- Page 2 - Did you provide a mailing address for the remit to address?
- Page 3 - Did you provide an email address?
- Page 3 - Did you select 1 of the 2 available purchase order delivery methods?
- Page 4 - Did you provide all contact information?
- Page 5 - Did you choose yes or no in the MBE box at the page bottom?

Form W-9

- Page 6 - Did you select the business designation?
- Page 6 - Did you provide an original signature for the certification?

ACH authorization; Supplier Direct Deposit Payments

- Page 7 - Did you select the appropriate transaction type?
- Page 7 - Is the routing number identical to the supporting documentation?
- Page 7 - Did you provide an original signature?
- Page 7 - Did you provide an original ACH Enrollment Document and original supporting documentation?

NIGP Commodity Classification Codes

- Page 9 -12 - Did you select all relevant codes?