

*District of Columbia  
Office of Contracting and Procurement  
Master Supplier Information Collection Template*

Vendor Name: \_\_\_\_\_

Vendor No. (DUNS No.) \_\_\_\_\_

Phone No. \_\_\_\_\_

General Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

W9 Tax ID No.: \_\_\_\_\_

CBE?:                      Yes                      No                      \_\_\_\_\_

CBE No. \_\_\_\_\_  
(Choose matching items for Supplier and Ownership Types).

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Supplier /Vendor Type: \_\_\_\_\_

Ownership Type: \_\_\_\_\_

**Supplier/Vendor Type**

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

**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	

Please fax in to 202-727-9183 when complete.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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 DUNS number call 1-800-234-3867. Required for all Email and Fax Purchase Order forwarding requests.)*

**ANID Number:** \_\_\_\_\_

**(Please register at <https://service.ariba.com/Supplier.aw>; You will not be able to receive your purchase orders by email or fax without this number.)**

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

*(Please choose only one)*

**Ordering E-Mail Address (Send Purchase Orders):** \_\_\_\_\_

**Ordering Fax Number (Send Purchase Orders):** \_\_\_\_\_

***Please note: The fax number is still required for Email orders***

Does the Vendor Accept Purchase Cards:      Yes      No