



NBC PROCEDURES FOR VENDOR REGISTRATION

OBJECTIVE: To ensure all vendors are registered to do business with NBC, understand and comply with NBC Purchasing Rules, Regulations, Policies, General Terms and Conditions.

1. Scope

This procedure applies to all vendors doing business with Narragansett Bay Commission.

2. Vendor Registration

- A) NBC Purchasing Department will be responsible for registering all vendors.
- B) All vendors supplying goods or services must be registered with the NBC Purchasing Department in accordance with NBC Purchasing Rules and Regulations.
- C) Bid awards and purchase orders are contingent upon registration procedures as set forth by NBC.

3. Procedure for Registration of Vendors

- A) NBC Personnel forwards contact information to Purchasing Department.
 - 1) Contact information must contain, name of business, address, phone number, fax number, email address and contact name.
 - 2) Contact information can be sent by email, fax or Post Office Mail.

- B) Purchasing Department mails, emails or faxes Vendor Registration Packet to vendor.
 - 1) Vendor Registration Packet (samples attached) will consist of the following:
 - a) Vendor Registration Form
 - b) IRS W9 Form
 - c) NBC Tax Exempt Certificate
 - d) NBC General Terms and Conditions of Purchase
 - e) NBC Commodity Codes Checklist.
- C) Vendor returns completed Vendor Registration Form, W9 Forms and Commodity Codes Checklist to NBC Purchasing Department.
- D) Purchasing Department will then complete NBC Vendor Entry Form and forward to Accounting for a Vendor ID Number.
- E) Once accounting has assigned the Vendor ID Number, NBC Purchasing Department will forward to vendor a NBC General Certification Form that has Vendor's ID Number listed. (Sample attached)