The Narragansett Bay Commission
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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. All vendors supplying goods or services must be registered with the NBC Purchasing Department in accordance with NBC Purchasing Rules and Regulations.
B. Bid awards and purchase orders are contingent upon registration procedures as set forth by NBC.

3. Procedure for Registration of Vendors

A. Vendors are directed to return vendor package to ap@narrabay.com.
B. Vendor shall select ABOUT US then PURCHASING

    1. Vendor must complete the vendor registration form
    2. Vendor must complete the IRS W9 Form

C. Vendor Registration information included online:

    a. NBC Tax Exempt Certificate
    b. NBC General Terms and Conditions of Purchase
    c. NBC Rules and Regulations

D. Vendor returns completed signed and dated Vendor Registration Form & W9 Form to NBC Accounts Payable Department via email (ap@narrabay.com)

E. Once accounts payable has entered the Vendor, an email notification is sent to Purchasing and requesting NBC employee.