The Narragansett Bay Commission One Service Road Providence, Rhode Island 02905

401 • 461 • 8848 401 • 461 • 6540 FAX

http://www.narrabay.com



Vincent J. Mesolella Chairman

Laurie A. Horridge Executive Director

## NBC PROCEDURES FOR VENDOR REGISTRATION

OBJECTIVE: To ensure all vendors are registered to do business with NBC, and understand and comply with NBC Purchasing Rules and Regulations, Policies, and 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 packet 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:
  - 1. NBC Tax Exempt Certificate
  - 2. NBC General Terms and Conditions of Purchase \*
  - 3. NBC Rules and Regulations \*

To be clear, all Vendors are subject to the NBC's Policies, General Terms and Conditions, and NBC Purchasing Rules and Regulations, without exception. Any and all conflicting vendor terms are rejected.

- 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.