



**4. CONTACTS for ADDRESS** (please copy this page to list any additional contacts)

**Principal Contact Name ADDRESS 1**

E-Mail Address

Telephone Number

Fax Number

**Principal Contact Name ADDRESS 2**

E-Mail Address

Telephone Number

Fax Number

**Sales Rep. Contact Name ADDRESS 1**

E-Mail Address

Telephone Number

Fax Number

**Sales Rep. Contact Name ADDRESS 2**

E-Mail Address

Telephone Number

Fax Number

**Customer Service Contact Name ADDRESS 1**

E-Mail Address

Telephone Number

Fax Number

**Customer Service Contact Name ADDRESS 2**

E-Mail Address

Telephone Number

Fax Number

**5. OTHER**

If your firm does business on the Internet, please provide your WEB site address: \_\_\_\_\_

Does your company offer e-commerce?  Yes  No Does your firm accept  MasterCard  American Express  Other

If you do accept MasterCard, do you have Level III data transmission capability?  Yes  No

Name or description of the two primary items you feel most confident in providing to CWRU at a competitive price:

Do any of your products require Material Safety Data Sheets?  Yes  No

If so, do you automatically send them with every order shipped?  Yes  No

Do you have a minimum order requirement?  Yes \_\_\_\_\_  No Additional Charges \_\_\_\_\_

In the future, would you like EFT processing?  Yes  No

If so, please provide Bank Info: Routing/Transit number (ABA number) \_\_\_\_\_

Account number \_\_\_\_\_ Account type (checking, saving etc) \_\_\_\_\_

Name as it appears on the account \_\_\_\_\_

**Principal Client/Customer References:**

COMPANY

CONTACT NAME

PHONE #

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Year Established

MCC Code

Number of Employees

Gross Annual Sales

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. \*REQUIRED\*** Name of University Department/Person you are dealing with

\_\_\_\_\_

**7. SIGNATURE and CONTACT INFORMATION**

Signature of Authorized Representative

Date

Telephone Number

Print Name

Title

# Supplier Information Form Instructions and Definitions

## *Do Not Return This Sheet*

### SECTION 1

Required.

**LARGE BUSINESS CONCERN:** Any organization/business with more than 500 employees

**SMALL BUSINESS CONCERN:** (a) The SBA establishes small business size standards on an industry-by-industry basis. (See 13 CFR 121) (b) Small business size standards are applied by-- (1) Classifying the product or service being acquired in the industry whose definition, as found in the **North American Industry Classification System (NAICS) Manual** (available via the Internet at <http://www.census.gov/epcd/www/naics.html>) best describes the principal nature of the product or service being acquired.

**HBCU/MI:** A historically Black College or University/ Minority Institution.

**NON-PROFIT ORGANIZATION:** Any organization not conducted or maintained for the purpose of making profit. This category includes but is not limited to sheltered workshops, universities, colleges, and local, state and federal governments.

**WOMAN-OWNED** means a business concern (a) Which is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (b) Whose management and daily business operations are controlled by one or more women.

**VETERAN-OWNED** means a business concern-- (a) Which is at least 51 percent owned by one or more veterans (as defined at 38 U.S.C. 101(2)); or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans; and (b) Whose management and daily business operations are controlled by one or more veterans.

**SERVICE DISABLED VETERAN-OWNED** means a business concern-- (a) Which is at least 51 percent owned by one or more service disabled veterans (as defined at 38 U.S.C. 101(2)); or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more service disabled veterans as defined in 38 U.S.C. 101(16).; and (b) Whose management and daily business operations are controlled by one or more service disabled veterans.

**HUBZone** means a historically underutilized business zone, which is an area located within one or more qualified census tracts, qualified non-metropolitan counties, or lands within the external boundaries of an Indian reservation. Businesses must be owned and controlled by one or more U.S. citizens, and at least 35% of its employees must reside in a HUBZone.

**DISADVANTAGED BUSINESS (DBE)** means an offerer that represents, as part of its offer, that it has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B; and (i) No material change in disadvantaged ownership and control has occurred since its certification; (ii) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and (iii) It is identified, on the date of its representation, as a certified small disadvantaged business (SDB) concern in the database maintained by the Small Business Administration (PRO-Net);

**Definitions of business classifications for DBE are as follows:**

**Black American:** All persons having origin in any of the African racial groups.

**Native American:** All persons having origins in any of the original peoples of North America, including American Indian, Alaskan Native, Aleut or Native Hawaiian.

**Asian Pacific American:** All persons whose origins are in Japan, China, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territory of the Pacific Islands, the Northern Mariana Islands, Laos, Cambodia, Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, the Federated States of Micronesia or the Philippine Islands.

**Subcontinent Asian Americans** – means United States citizens whose origins are in India, Pakistan or Bangladesh, Sri Lanka, Bhutan, or Nepal.

**Hispanic American:** All persons of Mexican, Puerto Rican, Cuban, Central, Latin or South American, Portuguese or other Spanish culture of origin.

### SECTION 2

Complete as applicable.

### SECTION 3

At least one address is required.

### SECTION 4

Optional, but useful for Case Western Reserve University. List your employee contact information for Case Western Reserve University's account.

### SECTION 5

Optional, but useful for Case Western Reserve University. Complete as applicable.

### SECTION 6

Required.

### SECTION 7

Required