

COMPANY PROFILE		CITY OF AUSTIN VIN: <input type="text"/>	
Company Name: <input type="text"/>		Remit To Company Name: <input type="text"/>	
Sales Mailing Address: <input type="text"/>		Remit to Mailing Address: <input type="text"/>	
City, State, ZIP: <input type="text"/>		City, State, ZIP: <input type="text"/>	
Name of sales contact: <input type="text"/>		Accounts Receivable contact: <input type="text"/>	
Email address: <input type="text"/>		Phone (Voice): <input type="text"/> Fax: <input type="text"/>	
Phone (Voice): <input type="text"/> Fax: <input type="text"/>		Federal Taxpayer ID (Employer Identification Number): <input type="text"/>	
My firm is a: <input type="checkbox"/> Manufacturer <input type="checkbox"/> Dealership <input type="checkbox"/> Jobber/wholesaler <input type="checkbox"/> Factory Rep <input type="checkbox"/> Retailer <input type="checkbox"/> Services provider		OR	
Business Structure: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		Social Security Number (if no EIN): <input type="text"/>	

Minority/Woman-Owned Businesses. A minority-owned business enterprise (MBE) is one which is owned, managed and controlled by minority persons (Asian/African-Americans, Hispanics, and Native Americans). A woman-owned business enterprise (WBE) is one which is owned, managed and controlled by women.

This firm is:

<input type="checkbox"/> Not an M/WBE firm	Sex of majority owner/ stockholder:	Ethnic group of majority owner/stockholder:
<input type="checkbox"/> An M/WBE firm certified by the City of Austin	<input type="checkbox"/> Male	<input type="checkbox"/> Asian <input type="checkbox"/> Native American
<input type="checkbox"/> An M/WBE firm not certified by the City of Austin	<input type="checkbox"/> Female	<input type="checkbox"/> African-American <input type="checkbox"/> White
<input type="checkbox"/> A DBE firm		<input type="checkbox"/> Hispanic <input type="checkbox"/> Other

Vendor Requestor's Name (Print)

Vendor Requestor's Signature

Date:

CITY OF AUSTIN USE ONLY BELOW THIS LINE

Comment (DBA reference): <input type="text"/>	1099 Required (Y/N): <input type="checkbox"/>	Hold checks (Y/N): <input type="checkbox"/>
Alternate address/messages: <input type="text"/>	Rept-1 (Ethnic/Sex code): <input type="text"/>	Rept-2 (Loc.code): <input type="text"/>
<input type="text"/>	Rept-3 (MBE/WBE/DBE/OBE): <input type="text"/>	Rept-4(cred cards/no): <input type="text"/>
<input type="text"/>	Rept-5 (Vendor type code): <input type="text"/>	
<input type="text"/>	DSMBR Cert. Thru: <input type="text"/>	
DSMBR classification: <input type="checkbox"/> Minority-owned Bus. Enterprise <input type="checkbox"/> Disadvantaged Bus. Ent. <input type="checkbox"/> Woman-owned Bus. Enterprise <input type="checkbox"/> Other Bus. Enterprise	DSMBR Certified M/WBE (Y/N): <input type="checkbox"/>	Small business (Y/N): <input type="checkbox"/>
	In-State (Y/N): <input type="checkbox"/>	Name control: <input type="text"/>

REQUIRED SIGNATURE APPROVALS:

Purchasing Office Approval & Date: <input type="text"/>	Date Purchasing entered into AFS2: <input type="text"/>	Purchasing Ofc Initials: <input type="text"/>
Accounts Payable Approval & Date: <input type="text"/>	Submitted by (City employee): Jane Reina	Telephone: 974-2420
DSMBR Approval & Date (required for ALL Address Codes): <input type="text"/>		
VEND Action (Check 1,2, or 3): <input type="checkbox"/> 1. Adding a new base vendor. <input type="checkbox"/> 2. Adding a new address code to existing base Vendor Code. <input type="checkbox"/> 3. Changing data within existing record.		