



District of Columbia Government
Master Supplier Form

The Master Supplier Form is used to collect supplier (vendor) information for both the procurement process and the financial accounting processes. Procurement uses the term vendors. The District Integrated Financial System (DIFS) refers to vendors as suppliers. The Master Supplier Form uses the terms vendors and suppliers interchangeably. Please note the following when completing the form:

- 1. Non-purchase order suppliers (i.e., non-procurement suppliers, providers, claimants) - complete Sections I and III
2. Purchase order suppliers (i.e., procurement vendors) - complete Sections I and IV
3. For Notice of Grant Award (NOGA) supplier - complete Section I and II
4. If there is a payment address that is different than the Headquarters address, also complete Section III

Important: The Procurement Center of Excellence (PCOE) handles the initial registration for purchase order (PASS) suppliers. Non-purchase order and NOGA suppliers use the DIFS Supplier Portal for initial registrations.

SECTION I - SUPPLIER (VENDOR/PROVIDER/CLAIMANT) GENERAL INFORMATION
BEFORE COMPLETING THIS SECTION, ENSURE SUPPLIER IS NOT ALREADY IN DIFS

Supplier (Vendor/Provider/Claimant) Name (Legal Name):

Phone Number*:

Supplier (Vendor/Provider/Claimant) Headquarter Address (Cannot be a PO Box):

Address:

City:

State: Zip Code:

Website Address:

Tax ID Number (W-9 or W-8 Tax Registration Number): (attach W-9 or W-8)

Contact Name: Is this person the Admin Contact? Yes No

Contact E-Mail Address: Contact Phone Number:

Contact Name: Is this person the Admin Contact? Yes No

Contact E-Mail Address: Contact Phone Number:

Contact Name: Is this person the Admin Contact? Yes No

Contact E-Mail Address: Contact Phone Number:

Supplier/Vendor Type: (Chose a number from the chart below)

Table with 3 columns: 1=DC Employee, 2=Federal Agency, 3=State Agency, 4=Local Government, 5=Vendor-Business, 6=Vendor-Individual, 7=Other, 8=Certified Business Enterprise (CBE) (as certified by the DC Department of Small and Local Business Development), CBE Number

Ownership Type: (Chose a letter from the chart below)

Table with 3 columns: A=State Corporation, C=Professional Corp., E=State Employee, F=Financial Institution, G=Government Entity, I=Individual, L=CBE, M=Medical Corporation, O=Out of State Corporation, P=Professional Association, R=Foreign, S=Sole Ownership, T=Partnership, U=Non-Profit

SECTION II – Notice of Grant Award (NOGA) Suppliers

If this is a Notice of Grant Award (NOGA) supplier, please provide the contact information for the person that will be entering invoices and viewing the status of payments.

NOGA- Notice of Grant Award Yes No

Contact Name:

Contact E-Mail Address:

Phone Number:

Contact Name:

Contact E-Mail Address:

Phone Number:

SECTION III – FINANCIAL INFORMATION

Payment Remittance (if different than Headquarters Address)

REMIT-1

Address:

City:

State:

Zip Code:

REMIT-2 (If multiple payment sites are needed)

Address:

City:

State:

Zip Code:

Preferred Payment Method*: Check ACH

*If ACH is chosen as the preferred payment method, please ask the Supplier to update the banking information in the DIFS Supplier Portal with a voided check or bank letter. If the Supplier Maintenance staff is completing this Master Supplier Form, complete and attach the revised ACH form.

SECTION IV – PROCUREMENT INFORMATION

(ONLY REQUIRED FOR PASS SUPPLIERS)

Business License Information

Type: Business Professional Other

License Number:

ALL ITEMS IN THIS SECTION MUST BE COMPLETED TO RECEIVE ELECTRONIC PASS PURCHASE ORDERS

DUN & Bradstreet No. (DUNS):

(To apply for your DUNS number call 1-800-234-3867 or 1-800-700-2733. You can also go to www.dnb.com. This is a required field.)

Ariba Network Identification (ANID) Number:

(Please register at supplier.ariba.com. This is a required field.)

Do you want the purchase order forwarded by e-mail or fax? Email Fax

(Please choose only one; We do not support the ARIBA Online option.)

Ordering E-Mail Address (Send PASS Purchase Orders):

Ordering Fax Number (Send PASS Purchase Orders):

Does the Vendor Accept Purchase Cards: Yes No