



PURCHASING DEPARTMENT

Purchasing Department
3300 S. Federal Street
Chicago, Illinois 60616
P: (312) 567-3328 F: (312) 567-6808

SUBJECT: VENDOR APPLICATION

Note: This application is valid for one year from last payment or application date, whichever is later.

Thank you for your interest in selling to Illinois Institute of Technology. The first part of our process is for you to register with us as a vendor. The attached "Substitute Form W-9" should be completed and returned to us:

<p>Via Mail: Illinois Institute of Technology IIT Purchasing/Accounts Payable Department 3300 S. Federal Street, Room 201 Chicago, IL 60616</p>	<p>Via Fax: IIT Purchasing Department 312/567-6808 312/567-5180</p>
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www.iit.edu

If you are seeking Minority Business Enterprise MBE/ Women Business Enterprise (WBE) Status, please note that IIT **requires** certification of such status.

Minority Owned Business Enterprises (MBEs) can be certified two ways:

1. Register with the National Minority Supplier Development Council (NMSDC).
2. Provide current state or local government certifications clearly stating minority-owned status (subject to review)

Women-owned businesses can be certified two ways:

1. Register with the Women's Business Enterprise National Council (WBENC)
2. Current state or local government certifications clearly stating woman-owned status (subject to review)

As defined by the NMSDC, a Minority-Owned business is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated and controlled by minority group members. Ownership by minority individuals means the business is at least 51 percent ownership, which means that at least 51 percent is owned, controlled, and managed by one or more such individuals or, in the case of publicly owned businesses, at least 51 percent of the stock is owned, controlled, and managed by one or more such individuals. Further, those minority group members control the management and daily operations. "Minority group members" are United States citizens who are:

- **Asian-Indian:** A U.S. citizen whose origins are from India, Pakistan and Bangladesh.
- **Asian-Pacific:** A U.S. citizen whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.
- **Black:** A U.S. citizen having origins in any of the Black racial groups of Africa.
- **Hispanic:** A U.S. citizen of trueborn Hispanic heritage, from any of the Spanish-speaking areas of Latin America or the following regions: Mexico, Central America, South America and the Caribbean Basin only.
- **Native American:** A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. Native Americans must be documented members of a North American tribe, band or otherwise organized group of native people who are indigenous to the continental United States and proof can be provided through a Native American Blood Degree Certificate (i.e., tribal registry letter, tribal roll).

To be recognized as a WMBE, the business must be at least 51% owned, operated and controlled by U.S. citizens belonging to one or more of the following groups: African American, Hispanic American, Asian-Indian America, Asian-Pacific American, Native American or Women.

