



PURCHASING DEPARTMENT  
 3300 S. Federal Street  
 Chicago, Illinois 60616  
 Fax: (312) 567-6808  
 Email: purc@iit.edu

**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. Purchasing at IIT is decentralized. This means that there are many decision makers in the purchasing process. Application for consideration as a vendor does not guarantee any level of participation in IIT’s purchases; however, it distinguishes your company as one that has stated its interest in selling to IIT.

The first part of our process is for you to register with us as a vendor. The “Substitute Form W-9” should be completed and returned to us:

Via Mail: Illinois Institute of Technology IIT Purchasing/Accounts Payable Department 3300 S. Federal Street, Room 201 Chicago, IL 60616	Via Fax: IIT Purchasing Department 312/567-6808 312/567-5180	Via Email:  purc@iit.edu
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The Substitute Form W-9 can be downloaded from this link:

[http://www.iit.edu/~controller/pdf/request\\_for\\_tax\\_id.pdf](http://www.iit.edu/~controller/pdf/request_for_tax_id.pdf)

**IMPORTANT:** Include a brief (no more than one page on your letterhead) description of the goods and services your company provides. **How do you want us to categorize your company for our buyers?**

**If you accept credit card payments, please provide your Merchant Category Code. If you do not accept credit card payments, please provide your NAICS (North American Industry Classification System) Code.**

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 American, Asian-Pacific American, Native American or Women.

#### **Service Disabled Veteran-Owned Small Business (SCVOSB)**

To be seen as a SDVOSB, a small business concern must meet the following two conditions through a self-certification process:

- At least 51% owned by one or more Service-Disabled Veterans or, in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more Service-Disabled Veterans; and
- Management and daily business operations are controlled by one or more Service-Disabled Veterans or, in the case of a veteran with a permanent and severe disability, the spouse or permanent caregiver of such a veteran.

Thank you for your interest in selling to IIT.

Frank R. FioRito, C.P.M.  
Director, Purchasing