



Fairfax County Supplier Request Form



VENDOR GENERAL INFORMATION

*Required fields

Vendor Address Detail: Corporate Address Invoice Address PO Order Address

*Vendor Name _____

Doing Business as: _____

*House no/Street (add suite if required) _____

*City/State/Zip Code _____ *Country _____

P.O. Box _____ PO Zip Code _____ *Telephone _____

Fax Number _____ *Email _____

*Tax/EIN Number (TIN/EIN) _____ DUNS Number _____

*Payment Terms: _____ *Standard Method of Communication: _____

*SWaM Certification code: _____ Certified by: _____
(See certification worksheet below)

Certification Number _____ Expiration Date _____

*Vendor Contact Name (First) _____ *(Last) _____

*Contact Phone Number _____ *Contact Email Address _____

Alternate Address Information

Vendor Address Detail (Different Address than W9): Invoice Address PO Order Address

Vendor Name _____

House no/Street (add suite if required) _____

City/State/Zip Code _____ Country _____

PO Box _____ PO Zip Code _____

Telephone _____ Mobile Phone _____

Fax _____ Email _____



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Alternate Address Information

Vendor Address Detail (Different Address than W9): Invoice Address PO Order Address

Vendor Name _____

House no/Street (add suite if required) _____

City/State/Zip Code _____ Country _____

P.O. Box _____ PO Zip Code _____ Telephone _____

Fax _____ Email _____

FOR INTERNAL USE ONLY

Create new Supplier

Change to Supplier

Delete Supplier

Enter Supplier Number:

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Accounting Group:

SRMV (already exists in SRM with a 15 series number)

STND (does not exist in SRM or ECC)

ALTP (W-9 and Procurement addresses are different for an existing supplier)

Documents Needed for Submission:

W-9

SWAM Certification document

Supplier request

Additional Supporting Documentation attached

Additional notes:

Request submitted by: _____ Contact #: _____ Date: _____

DOF/AP Processed by: _____ Contact #: _____ Date: _____

DPSM/SRM Processed by: _____ Date: _____

DEFINE VENDOR CLASSIFICATION INFORMATION (Use this worksheet to obtain the applicable SWaM Code)

NOTE: Vendors who indicate a SWaM code are require to provide Vendor Certification Documents.

Vendor SWaM/Classification Worksheet

Check the box which matches the vendor classification information.

Fairfax County recognizes certifications from the below listed certifying bodies for tracking purposes only. Fairfax County does not include preference or set-aside programs for SWaM categories as a procurement practice.

DMBE	VMSDC	WBENC
The Virginia Department of Minority Business Enterprise 1111 East Main Street, Suite 300 Richmond, VA 23219 Phone: (804) 786-6585 http://www.dmbc.virginia.gov/	Virginia Minority Supplier Development Council 200 South 3rd Street, Second Floor Richmond, VA 23219 Phone: (804) 788-6490 Fax: (804) 788-6491 Email: sylvia.thomas@vmsdc.org http://affiliate.nmsdc.org/vmsdc/	Women’s Business Enterprise National Council 1120 Connecticut Avenue, NW Suite 1000 Washington, DC 20036 Tel: 202-872-5515 Fax: 202-872-5505 http://www.wbenc.org/

X00 = Company SWaM / Classification information is unknown

G00 = Government Agency/Public Entity

S00 = Small - No SWaM

N00 = Non Profit - No SWaM

S01 = Small - Minority

N01 = Non Profit - Minority

S02 = Small - Woman

N02 = Non Profit - Woman

S03 = Small - Service Disabled

N03 = Non Profit - Service Disabled

S04 = Small - Minority - Woman

N04 = Non Profit - Minority - Woman

S05 = Small - Minority - Woman - Service Disabled

N05 = Non Profit - Minority - Woman - Service Disabled

S06 = Small - Woman - Service Disabled

N06 = Non Profit - Woman - Service Disabled

S07 = Small - Minority - Service Disabled

N07 = Non Profit - Minority - Service Disabled

L00 = Large - No SWaM

W00 = Sheltered Workshop - No SWaM

L01 = Large - Minority

W01 = Sheltered Workshop -Minority

L02 = Large - Woman

W02 = Sheltered Workshop - Woman

L03 = Large - Service Disabled

W03 = Sheltered Workshop - Service Disabled

L04 = Large - Minority - Woman

W04 = Sheltered Workshop - Minority - Woman

L05 = Large - Minority - Woman - Service Disabled

W05 = Sheltered Workshop - Minority - Woman - Service Disabled

L06 = Large - Woman - Service Disabled

W06 = Sheltered Workshop - Woman - Service Disabled

L07 = Large - Minority - Service Disabled

W07 = Sheltered Workshop - Minority - Service Disabled