



Vendor Profile Checklist

Company Information:

- Tax ID # (EIN or SSN)
- Company Name
- Email Address
- Vendor Legal Name
- Mailing Address
- Country, City, State/Province, Zip
- Company Phone Number
- Company Email Address

Administrator/ Administrative User:

- First Name
- Last Name
- Job Title
- Email Address
- Phone Number
- Login ID – Unique
- New Password
- Security *Question & Answer* to one of the following:
 - What is your favorite food?
 - What city were you born in?
 - What is your father's middle name?
 - What is your mother's middle name?

Categories & Certifications:

- SAM Registration
- Historically Underutilized Business *if applicable*
- Dun & Bradstreet Number

Commodity/ Service Codes:

- [NIGP Codes](#)

Thank you for your interest in doing business with Region One Education Service Center and/or our purchasing cooperatives!