

Florida International University

Supplier Registration Checklist

Having the following documents and information ready will help you get registered quickly:

	Federal employer identification number (FEIN)
	Business tax classification (LLC, C-Corp, S-Corp, Sole Proprietor, etc)
	Complete W-9 Form (download a blank form here)
	Annual household income for the company's president (select a range from the dropdown menu)
	Company's annual income (select a range from the dropdown menu)
	List of services and/or products your business offers (select services in the dropdown menu)
	If you have done business with the State of Florida or any Florida County previously, you will be asked to provide the number of months and/or years since you completed this business
	NIGP Code ¹ (see below for more information)
	NAICS Code ² (see below for more information)
	Applicable business certifications (HUBZone, MBE and/or non-profit)
	Payment information (so the anchor can issue payment in the event a contract is awarded)

¹ NIGP Code or Commodity Code: Refers to a code generated by the National Institute of Governmental Purchasing. These codes will relate to the goods and services your small business provides. When registering with FIU, select the magnifying lens icon and use the pop up window to enter keyword(s) under 'description' to find the appropriate code.

² **NAICS Code:** Refers to the North American Industry Classification System. This code relates to the industry your small business is associated with. When registering with FIU, select the magnifying lens icon and use the pop up window to enter keyword(s) under 'description' to find the appropriate code.