

# Supplier Information Packet

**SupplyCore, Inc.**

10 Pages

Phone: 843-745-0777

Fax: 843-745-0808

**The following information should be sufficient to establish an open line of credit with your company.**

This information packet includes:

- Page 2 General Information and Credit References
- Page 3-5 Terms and Conditions of Purchase (FASI Contract)
- Page 6 Prime Contract Flow-Down Clauses for Purchase Orders Issued Under FASI
- Page 7 (Blank)
- Page 8-9 Supplier Data Form – Please complete this information so we can funnel appropriate purchases to your company in the future. The form also allows us to accurately gather information regarding payment and contact information.
- Page 10 W-9 Request for Taxpayer Identification Number and Certification

Please provide the following information upon receiving a purchase order:

- Purchase Order Acknowledgement- Please note any update price or due date (the date the client will receive the product) when acknowledging the purchase order. Fax the acknowledgement to the attention of the buyer listed on the purchase order at 843-745-0808.
- Include SupplyCore's Purchase Order Number, Part Number, and Customer Contract/PO/Release Number on all documentation.
- Advance Shipping Notice (ASN) – Please fax any advance ship notices or packing slips to Pat Wilson at 815-964-7982 or e-mail at [Patricia.Wilson@supplycore.com](mailto:Patricia.Wilson@supplycore.com).

We look forward to working with you and your company.

**SupplyCore assumes, unless contacted in writing, that you received a complete transmission of the credit information and SupplyCore's Standard Terms and Conditions of Purchase provided.**

## GENERAL INFORMATION & CREDIT REFERENCES

Revised 9-2011

SupplyCore Inc. helps the armed services and the DLA improve their supply chain performance and eliminate waste while providing superior service to the warfighter. SupplyCore has spent over twenty years streamlining and improving its technological processes and its supply chain, which translates into more efficient purchasing for the federal government.

SupplyCore currently holds the DLA MRO Prime Vendor contracts for the North Central and Southeastern United States as well as Japan, Okinawa, and CENTCOM in the Middle East. In addition, SupplyCore has two GSA Schedules: the Hardware SuperStore Schedule and Facilities Maintenance and Management. SupplyCore also holds the FASI-G Set-Aside Contract for support of the land-based tactical and non-tactical vehicle fleets.

Founded in 1987, SupplyCore currently has more than 110 associates with offices and distribution centers located in Illinois, California, South Carolina, Georgia, Missouri, Japan, Saudi Arabia, and Kuwait.

<b>Dun &amp; Bradstreet D-U-N-S</b> 116057019	<b>Date Established:</b> November 13, 1987	
<b>Tax Identification Number</b> 37-1237060	<b>Phone:</b> 815-964-7940	
<b>Cage Code Number</b> 4V314	Fax: 815-964-7982	
<b>Billing Address:</b>		
SupplyCore, Inc. 303 North Main Street, Suite 800, Rockford, IL 61101 USA		
<b>Corporate Officers:</b>		
Peter Provenzano, President/Corporate Secretary		
<b>Sales Tax Exempt Numbers</b>		
Arizona 07 623145-C	Kansas 005371237060F01	South Dakota 73-001-371237060E-ST-001
California OHA97605214	Kentucky 236567	Texas 1-37-1237060-3
Florida 78-8012481236-8	Nevada 661004268-01	Virginia 0019485900
Georgia 175478060	North Carolina 000862212	Wisconsin 004000011881901
Illinois 2115-5690	Pennsylvania 684-101-081-7	Washington DC 350000045974
Indiana 0125374640 LOC #001	South Carolina 099 278711	Washington State 602-160-594
<b>Bank Reference</b>		
<b>US Bank</b> , 1107 East State Street, Rockford, IL 61104 Operating Account #199372934109 Attn: Rod Swenson Ph 612-303-7353 Fax: 612-303-3790 For credit release signature email: john.delia@supplycore.com		
<b>Credit References</b>		
<b>CDW</b> , 75 Remittance Dr Suite 1515, Chicago, IL 60675 Ph: 877-234-3956 Fax : 847-968-1544 Attn: Credit Department		
<b>Russell Sigler, Inc.</b> , PO Box 749472, Los Angeles, CA, 90074 Fax: 714-578-5216 Email: drussitano@siglers.com		
<b>True Value Corporation</b> Fax: 773-695-6711 Member ID #16357 (Atlanta Store) Attn: Member True Value Credit Services, Colleen McMahon		
<b>Grainger</b> , 7401 Pepperdam Ave, North Charleston, SC 29418 Fax: 843-552-0633 Attn: Credit Department, Acct# 861289122		
<b>Steel City</b> , 749 E. 15 <sup>th</sup> St. Panama City, FL 32412 Fax: 850-785-6009 Attn: Steve Barnett		
<b>Snap-On</b> , PO Box 9004, #296220 Crystal Lake, IL 60039 Fax: 888-418-5900 Email: patricia.l.bergstrom@snapon.com		
<b>Shaw Industries</b> , 616 E. Walnut Avenue, Dalton, GA 30720 Ph: 800-637-2849 Fax: 706-428-8503 Contact: Credit Manager Monica Perkins		

## TERMS AND CONDITIONS OF PURCHASE Tactical Wheeled Vehicle Contracts

Seller agrees that these terms and conditions shall apply to all orders for purchases by SupplyCore from Seller, in lieu of any other terms. ALL PURCHASE ORDERS BETWEEN SUPPLYCORE AND SELLER ARE CONDITIONED ON SELLER'S ASSENT TO THESE TERMS AND CONDITIONS, AND ANY ATTEMPT BY SELLER TO VARY THE EXACT TERMS AND CONDITIONS HEREIN IN ANY ACCEPTANCE, ACKNOWLEDGEMENT OR CONFIRMATION CONTAINING ADDITIONAL, INCONSISTENT OR DIFFERENT TERMS IS OBJECTED TO AND REJECTED.

**1. Definitions.** As used herein, "SupplyCore" means SupplyCore Inc. "Seller" means the party to whom a Purchase Order is issued by SupplyCore.

**2. Acceptance.** These Purchase Order terms and conditions constitute the exclusive terms and conditions between the parties for items ordered by SupplyCore. Acceptance of the Purchase Order constitutes Seller's unqualified assent to these Terms and Conditions of Purchase. Any of the following shall constitute Seller's unqualified acceptance of a Purchase Order: (i) acknowledgment of the Purchase Order; (ii) furnishing of any supplies under the Purchase Order; (iii) acceptance of any payment under the Purchase Order; or (iv) commencement of performance under the Purchase Order. Additional or different terms or conditions proposed by Seller shall be void and have no effect unless accepted in writing by SupplyCore. No change in, modification of, or revisions to the Purchase Order shall be valid unless in writing and signed by SupplyCore's authorized representative.

**3. Payment and Quantity.** Terms are net 30 days from date of receipt of invoice unless otherwise designated by SupplyCore on the Purchase Order or agreed to in advance. Payment is based upon the correct item delivered, quantity, Certificate of Conformance, quality and the unit price of the item/s (in U.S. dollars) established by the Purchase Order. Partial line shipments, other than Full Truckload Partial Shipments, and line item substitutions are not authorized unless authorized in writing prior to shipment. Unless stated otherwise, prices do not include taxes or duties.

**4. Special Terms Applicable to POS Credit Card Purchases.** These terms apply solely to POS credit card purchases. If specifically authorized by SupplyCore's purchase order, Supplier may charge SupplyCore's designated credit card for the ordered items. The amount charged by Supplier to SupplyCore's designated credit card shall not exceed the amount stated on SupplyCore's order, and Supplier shall not charge any amount whatsoever to the designated credit card until after Supplier has confirmed timely shipment of the items. Upon charge, Supplier must email a copy of the invoice to SupplyCore at [sccredit@supplycore.com](mailto:sccredit@supplycore.com). Supplier shall comply with Payment Card Industry Data Security Standards as applicable and provide certification of compliance upon SupplyCore's request.

**5. Freight and Shipping.** F.O.B. Point will be listed on the Purchase Order. Seller will not ship products until notified of government approval of products. Seller may be allowed to use SupplyCore's selected carrier and freight account number to send shipments. Title and liability for risk of loss or damage vests in carrier after carrier takes possession of

items for shipment. For FOB Origin shipments, SupplyCore will identify any damage to the items and notify carrier and/or Seller of such damage. If expedited shipping is necessary to meet Purchase Order due date, and the delay in shipping has been caused by the Seller, then Seller will pay for expedited shipping costs.

**6. Packaging.** Unless otherwise stated, Seller shall use best commercial packaging practices and shall ensure that each item is packaged in accordance with the specified unit of measure for that product. The use of best commercial packaging practices shall not relieve Seller of responsibility for packaging each item in appropriate containers that preserve and protect the item from damage. Packaging considerations, including but not limited to temperature, sensitivity, fragility and method of shipment and storage concerns, are the responsibility of Seller. Labeling will be specified on the Purchase Order.

**7. Packing List.** Packing lists shall be clearly marked with Purchase Order Number, SupplyCore's item number, Description, Unit of Measure, Quantity, Shelf Life information and any other special instructions noted on the SupplyCore Purchase Order. Packing lists shall be located in an envelope fastened on the vertical side of the container and outside of all packing wrap. Pricing must not appear on the packing list.

**8. Delivery.** Delivery according to schedule is a material requirement of the Purchase Order, and time is of the essence with respect to the delivery dates specified in the Purchase Order.

**9. Hazardous Material.** Seller must include Material Safety Data Sheet (MSDS) and hazardous warning labels with each hazardous item. Hazardous materials include any material defined as such under each country's governing standards regarding hazardous materials. Seller shall provide proof of documentation regarding Seller's Hazmat certification for air and sea logistics. Hazardous Material marking and labeling shall be completed in accordance with 49 CFR requirements specific to the Item(s) and packaging must comply with IATA export regulations.

**10. Certificate of Conformance.** Seller certifies that all items listed in the Purchase Order and delivered to the "Ship To" address conform to the quantity, specifications, drawings or other descriptions of the items being sent. Certificates of conformance will accompany all items on the Purchase Order.

**11. First Article Testing (FAT).** For items that require FAT, Seller shall provide sufficient advance notice to SupplyCore to permit SupplyCore to comply with its notice obligation under FAR 52.209-3. Seller shall perform all such other acts as may be needed to ensure SupplyCore's compliance with all FAT requirements contained in



FAR 52.209-3 and DLAD 52.209-9017, including, but not limited to, submitting all required documentation. Without limiting any other obligations of Seller with respect to FAT, Seller shall provide to SupplyCore four (4) copies of a "FAT book" created in accordance with Data Item Description DI-NDTI-8089B containing all documents required to be submitted by SupplyCore to DCMA and/or DSCC in connection with FAT. The documentation in the FAT book shall, at a minimum, include a DD1222 signed by the applicable Quality Assurance Representative, a Certificate of Conformance and any other test documentation required. The FAT book shall be submitted to SupplyCore not later than two business days after QAR onsite inspection.

**12. Inspection at Origin.** For items that require Inspection at Origin, Seller agrees to allow government inspection at its facility and to present all paperwork, drawings, specifications, or other descriptions of the items to the government QAR. Seller shall comply with FAR 52.246-2 and DLAD 52.246-9008, including but not limited to providing and maintaining an inspection system acceptable to the Government and providing all reasonable facilities and assistance for the safe and convenient performance of Government inspection.

**13. Exterior Marking.** Seller will label on the outside of each individual box the Purchase Order Number. Any Hazmat or conditions relating to the interior items are to be clearly marked on the outside of the package.

**14. Shipping and Notification.** Copies of the shipping papers are to be faxed to the "Ship To" address when the Purchase Order is filled and the package is shipped. The unique tracking number assigned to the shipment is to be noted.

**15. PO Acknowledgement.** Purchase Orders sent by SupplyCore must have receipt acknowledgment faxed back to the fax number shown on the Purchase Order to the appropriate contact within 24 hours. All acknowledgements must include shipping date, quantity, and price. Additionally, the Quality Clause Form must be signed and returned to SupplyCore to signify your understanding and agreement.

**16. Indemnification.** Each party agrees to indemnify and hold the other party harmless from and against any and all claims, damage, liabilities, losses, expenses, including but not limited to attorneys' fees and expenses, of every kind and nature whatsoever, arising out of or relating to the acts or omissions of the indemnifying party in connection with the performance of the Purchase Order.

**17. Warranty.** Seller warrants that, for a period of one (1) year following the date of delivery, all items furnished under the Purchase Order will be free from defects in material and workmanship, and strictly conform to applicable specifications, drawings and descriptions or other requirements of the Purchase Order. In the event of a breach of warranty, SupplyCore may return defective items, at Seller's expense, for correction, replacement or credit at SupplyCore's option. Items required to be corrected or replaced shall be subject to the provisions of this clause. All warranties shall run to SupplyCore and its customers.

**18. Limitation of Liability.** Notwithstanding any other provision of these Purchase Order terms and conditions, SupplyCore shall not have any liability arising under or relating to any Purchase Order for incidental, consequential, special or punitive damages, including but not limited to lost profits, loss of good will, or business interruption, even if SupplyCore has been advised of the possible existence of such damages.

**19. Termination.** SupplyCore shall have the right to terminate the Purchase Order for its convenience, or Seller's default or insolvency. In the event of termination by SupplyCore for Seller's default or insolvency, SupplyCore's sole liability to Seller shall be for payment of delivered items accepted by SupplyCore or its customers. In the event of termination by SupplyCore for its convenience, in addition to payment for delivered items accepted by SupplyCore or its customers, SupplyCore shall pay Seller the reasonable costs of the work performed on the undelivered items of the terminated portion of the Purchase Order, but in no event shall the amount to be paid by SupplyCore exceed the Purchase Order amount. In addition to the foregoing, SupplyCore shall have the right to terminate any Purchase Order in the event that Seller, or any of its principals, is debarred, suspended or proposed for debarment prior to the complete performance of the Purchase Order. Seller shall immediately notify SupplyCore, in writing, of any such debarment, suspension or proposed debarment. In the event of termination by SupplyCore based on any such debarment, suspension or proposed debarment, SupplyCore's sole liability to Seller shall be for payment of delivered items accepted by SupplyCore or its customers.

**20. Disputes.** Any controversy or claim arising out of or relating to the Purchase Order, or the breach of any provision thereof, shall be settled by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules as then in effect, before a single arbitrator, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitration shall be held in Rockford, Illinois. Seller agrees to assert any claim it may have relating to a Purchase Order through SupplyCore and to allow adequate time for the exhaustion of all remedies under any applicable government contract before initiating arbitration hereunder.

**21. Notices.** All notices required or permitted under the Purchase Order or these terms must be in writing and will be deemed given when actually received. All communications will be sent to the receiving party's address as SupplyCore Inc. 303 North Main Street, Suite 800, Rockford, IL 61101 and to the Seller at the address listed on the Purchase Order or to such other address as the receiving party provides for purposes of receiving notices pertaining to the Purchase Order or these terms.

**22. Assignment.** Seller may not assign any Purchase Order, in whole or in part, directly or indirectly, without prior written consent of SupplyCore.

**23. Independent Contractor Relationship.** The parties hereto are independent contractors and neither these terms nor any Purchase Order will be construed to establish a fiduciary, partnership, agency, joint venture, or other similar relationship. No party shall have the right, or represent that it has any right, to bind the other party or to



assume or create any obligation or responsibility on behalf of the other party.

**24. Severability.** If any provision hereof or of any Purchase Order, or the application thereof, is determined by a court of competent jurisdiction or arbitrator to be invalid or unenforceable, the remaining provisions hereof or such Purchase Order will be interpreted so as best to reasonably affect the intent of the parties. The parties further agree to replace any such invalid or unenforceable provision with a valid and enforceable provision designed to achieve, to the extent possible under applicable law, the business purposes and intent of such invalid or unenforceable provision.

**25. Compliance with Local, State and Federal Law; Flowdown Provisions.** In the performance of the Purchase Order, Seller agrees to comply with all applicable local, state and federal laws, executive orders and regulations. Unless otherwise exempt, the following clauses are incorporated by reference: Equal Opportunity Clause, 41 CFR § 60-1.4; Disabled Veterans and Veterans of the Vietnam Era, 41 CFR § 60-250.5; Individuals with Disabilities, 41 CFR § 60-741.5. In addition, unless exempt, Seller shall comply with all affirmative action requirements and any other requirements set forth in 41 CFR Chapter 60 and all applicable Executive Orders pertaining to equal opportunity. Seller also agrees to comply with Executive Order 13201 and its implementing regulation at 29 CFR Part 470. Seller agrees to assume toward SupplyCore all obligations and responsibilities which SupplyCore assumes toward a higher-tier contractor or the Government and to perform all such obligations and responsibilities at such times and in such manner to enable SupplyCore to perform any of its obligations and responsibilities in a timely and proper manner. Further, Seller agrees to comply with all flowdown provisions as listed on the "Prime Contract Flowdown Clauses Tactical Wheeled Vehicles Contracts".

**26. Governing Law.** The Purchase Order and these terms shall be governed by and construed under the laws of the State of Illinois.

**27. Entire Agreement.** The Purchase Order and these terms (including any flowdown provisions as listed on the "Prime Contract Flowdown Clauses Tactical Wheeled Vehicles Contracts" and any attachments to the Purchase Order including but not limited to DFAR 252.225-7014, Alt I, DEVIATION 2008-O0002) constitute the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior representations, warranties, agreements and other understandings, oral or written, between the parties with respect to the subject matter hereof. No amendment, waiver or discharge of these terms or the Purchase Order will be valid unless in writing and signed by both parties.



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## PRIME CONTRACT FLOWDOWN CLAUSES FOR PURCHASE ORDERS ISSUED UNDER FASI

If the Purchase Order is placed under a Government Prime Contract or a federally-funded subcontract, the following clauses set forth in the Federal Acquisition Regulations (FAR) and the Department of Defense Federal Acquisition Regulations Supplement (DFARS), in effect on the date of the Prime Contract, where applicable, are incorporated herein by reference with the same force and effect as if given in full text. Where necessary to make the context of these clauses applicable to the Purchase Order, unless otherwise indicated, the term “Contractor” shall mean “Seller”, the term “contract” shall mean “the Purchase Order”, and the terms “Government”, “Contracting Officer”, and equivalent phrases shall mean “Buyer”. Seller hereby agrees to flow down the following FAR/DFARS clauses, where applicable, to its lower-tier subcontractors.

The full text of these clauses can be obtained from the Internet at:

<http://www.arnet.gov/far>    <http://farsite.hill.af.mil/>    <http://www.acq.osd.mil/dpap/dars/dfars/index.htm>

IT IS THE SOLE RESPONSIBILITY OF SELLER TO COMPLY WITH THE FAR/DFARS CLAUSES APPLICABLE TO SELLER, THE SUBJECT MATTER OF THE PURCHASE ORDER, AND THE PRIME CONTRACT. THE FAR/DFARS CLAUSES SET FORTH HEREIN ARE INCLUDED FOR EASE OF REFERENCE FOR SUBCONTRACTOR ONLY AND ARE NOT INTENDED TO SET FORTH A COMPLETE AND ACCURATE ITEMIZATION OF THE FAR/DFARS CLAUSES APPLICABLE TO SUBCONTRACTOR, THE SUBJECT MATTER OF THE PURCHASE ORDER, OR THE PRIME CONTRACT.

### I. FAR Clauses Applicable

#### Applicable to All Purchase Orders

- 52.204-2 Security Requirements (AUG 1996)
  - 52.215-15 Pension Adjustments and Asset Reversions (OCT 2004)
  - 52.215-18 Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other Than Pensions (JUL 2005)
  - 52.215-19 Notification of Ownership Changes (OCT 1997)
  - 52.219-8 Utilization of Small Business Concerns (MAY 2004)
  - 52.219-9 Small Business Subcontracting Plan (SEP 2006)
  - 52.222-21 Prohibition on Segregated Facilities (FEB 1999)
  - 52.222-26 Equal Opportunity\*\* (MAR 2007)
  - 52.222-50 Combating Trafficking in Persons (AUG 2007)
  - 52.223-3 Hazardous Material Identification and Material Safety Data (JAN 1997)
  - 52.223-6 Drug Free Work Place (MAY 2001)
  - 52.223-11 Ozone Depleting Substances (MAY 2001)
  - 52.225-13 Restriction on Certain Foreign Purchases (FEB 2006)
  - 52.247-64 Preference for Privately Owned U.S. Flag Commercial Vessels, Alt I (FEB 2006)
- \*\*Applicable if the aggregate value of Seller awards is in excess of \$10,000 during any 12-month period.

#### Applicable to Purchase Orders Over \$10,000

- 52.222-36 Affirmative Action for Workers with Disabilities (JUN 1998)

#### Applicable to Purchase Orders Over \$30,000

- 52.209-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (SEP 2006)

#### Applicable to Purchase Orders Over \$100,000

- 52.203-6 Restrictions on Subcontractor Sales to the Government (SEP 2006)
- 52.203-7 Anti-Kickback Procedures (JUL 1995)
- 52.203-12 Limitations on Payments to Influence Certain Federal Transactions (SEP 2007)
- 52.215-2 Audit and Records Negotiation (JUN 1999)
- 52.215-14 Integrity of Unit Prices, Alt I (OCT 1997)
- 52.222-35 Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans (SEP 2006)
- 52.222-37 Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans (SEP 2006)
- 52.222-39 Notification of Employee Rights Concerning Payment Union Dues or Fees (DEC 2004)
- 52.227-1 Authorization and Consent\* (DEC 2007)
- 52.227-2 Notice and Assistance Regarding Patent and Copyright Infringement (DEC 2007)
- 52.248-1 Value Engineering (FEB 2000)

\*Within this clause “Government” and “Contracting Officer” ARE NOT interpreted to mean “Buyer”.



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**Applicable to Purchase Orders Over \$650,000**

- 52.215-12 Subcontractor Cost or Pricing Data (OCT 1997)
- 52.215-13 Subcontractor Cost or Pricing Data Modifications (OCT 1997)

**Applicable to Purchase Orders Over \$5,000,000**

- 52.203-13 Contractor Code of Business Ethics and Conduct (DEC 2007)
- 52.203-14 Display of Hotline Poster (DEC 2007)

**Applicable to Purchase Orders Over \$10,000,000**

- 52.222-24 Pre-Award on Site Equal Opportunity Compliance Review (FEB 1999)

**II. DFAR Clauses Applicable**

**Applicable to All Purchase Orders**

- 252.204-7000 Disclosure of Information (DEC 1991)
- 252.225-7014 Preference for Domestic Specialty Metals (Deviation 2008-O0002)
- 252.225-7028 Exclusionary Policies and Practices of Foreign Governments (APR 2003)
- 252.246-7003 Notification of Potential Safety Issues (JAN 2007)
- 252.247-7023 Transportation of Supplies by Sea (MAY 2002)
- 252.247-7024 Notification of Transportation of Supplies by Sea (MAR 2000)

**Applicable to Purchase Orders Over \$100,000**

- 252.203-7001 Prohibition on Persons Convicted of Fraud or other Defense-related Felonies (DEC 2004)

**Applicable to Purchase Orders Over \$500,000**

- 252.225-7006 Quarterly Reporting of Actual Contract Performance Outside the United States (MAY 2007)
- 252.226-7001 Utilization of Indian Organizations, Indian-Owned Economic Enterprises, Native Hawaiian Small Business Concerns (SEP 2004)

**SUPPLIER DATA FORM**

Please fax the following forms to **843-745-0808, attention Jenny Jackson**, within 48 hours of receipt of the credit information.

Business Name:	
Primary Address:	
City, State, Zip:	

Telephone:		Toll Free No.:	
Fax:		Website:	

Remittance Address (if different than above)

P. O. Box:	
City, State, Zip:	

<i>Sales/Customer Service Contact:</i>		<i>Accounts Receivable Contact:</i>	
Name:		Name:	
Title:		Title:	
Telephone:		Telephone:	
Fax:		Fax:	
Email:		Email:	

SupplyCore Account Number:	Minimum Order:	Cage Code:

1. Is your organization a subsidiary of another company or division?  Yes  No  
If so, please provide name of company \_\_\_\_\_

2. Does SupplyCore receive any type of discounts from your company?  Yes  No  
Please list any and all discounts received: \_\_\_\_\_

3. Provide your six-digit NAICS code for the primary products or services you will be offering to SupplyCore: \_\_\_\_\_

NAICS website: <http://www.census.gov/epcd/www/naics.html>

**4. Business Size and Type (see definitions below)**

Seller represents that it is a (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Large Business Concern                | <input type="checkbox"/> Service-Disabled Veteran-Owned Small Business Concern |
| <input type="checkbox"/> Small Business Concern                | <input type="checkbox"/> National Industries for the Blind (NIB)               |
| <input type="checkbox"/> Small Disadvantaged Business Concern* | <input type="checkbox"/> National Institute for the Severely Disabled (NISH)   |
| <input type="checkbox"/> Woman-Owned Small Business Concern    | <input type="checkbox"/> Other. Specify: _____                                 |
| <input type="checkbox"/> Veteran-Owned Small Business Concern  |  |
| <input type="checkbox"/> HUBZone Small Business Concern*       |  |

\*Attach screen print from the CCR's Dynamic Small Business Search ([http://dsbs.sba.gov/dsbs/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/dsp_dsbs.cfm)) indicating Small Disadvantaged or HUBZone Business certification.

To determine small business status visit: [https://eweb1.sba.gov/naics/dsp\\_naicssearch2.cfm](https://eweb1.sba.gov/naics/dsp_naicssearch2.cfm) (enter NAICS and then it will tell you size you need to be below, either by employees or sales dollars, to qualify as small business)

**Business Size Definitions:**

"Small Business Concern" means an independently owned and operated business, not dominant in the field of operation in which it is bidding, and does not exceed the limitation of number of employees and dollar of sales as defined under the Federal Acquisition Regulation (FAR) clause 52.219-1 of 13 CFR 121.

“Small Disadvantaged Business Concern” means a small, socially and economically disadvantaged business which is defined as “A business if which at least 51% is owned by Small, Socially and Economically disadvantaged group members, or in the case of publicly owned businesses at least 51% of the stock is owned by one or more Socially or Economically disadvantaged individuals and whose management and daily business operations are controlled by one or more such individuals.” (FAR 52.219-1 and 13 CFR 124)

“Woman-Owned Small Business Concern” is a business that is 51% owned and operated by a woman or women who take active, daily participation in the running of the business and who are citizens of the United States.

“Veteran-Owned Small Business Concern” is a small business concern not less than 51% of which is owned by one or more veterans (as defined at 38 U.S.C. 101 (2)) or, in the case of a publicly owned business, not less than 51% of the stock is owned by one or more veterans and the management and daily business operations of which are controlled by one or more veterans.

“Service-Disabled Veteran-Owned Small Business Concern” is a small business concern not less than 51% of which is owned by one or more service-disabled veterans (as defined at 38 U.S.C. 101 (2) and 38 U.S.C. 101 (16)) or, in the case of a publicly owned business, not less than 51% of the stock is owned by one or more service-disabled veterans and the management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

“HUBZone Small Business Concern” means a business certified by the US Small Business Administration as being located in a HUBZone determined by the US Census Bureau and that employs at least 35% of its employees that live within a HUBZone.

**5. Supplier Type:**

- |   |                                      |                                       |
|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Contractor     | <input type="checkbox"/> Distributor | <input type="checkbox"/> Manufacturer |
| <input type="checkbox"/> Referral Agent | <input type="checkbox"/> Retail      | <input type="checkbox"/> Service      |
| <input type="checkbox"/> Transportation |                                      |                                       |

**6. Certification regarding debarment, suspension, proposed debarment, and other responsibility matters:**

- Seller certifies that it **IS NOT** presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency as stated in FAR 52.209-6. Furthermore, if seller should be declared ineligible as stated above, it will immediately notify SupplyCore regarding its change in status.
- Seller **IS** presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency.

**7. Please check the commodity that best describes the principal nature of the product or service that you are offering to SupplyCore:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Abrasives                     | <input type="checkbox"/> Hand Tools                    | <input type="checkbox"/> Power Tools                    |
| <input type="checkbox"/> Agriculture & Landscaping     | <input type="checkbox"/> Hardware                      | <input type="checkbox"/> Print and Media                |
| <input type="checkbox"/> Appliances                    | <input type="checkbox"/> HVAC (heating, Vent & ac)     | <input type="checkbox"/> Recreational Products          |
| <input type="checkbox"/> Bearing, Power Trans & Fluid  | <input type="checkbox"/> Industrial Machinery Products | <input type="checkbox"/> Rentals                        |
| <input type="checkbox"/> Chemicals, Petro Prod & Adhes | <input type="checkbox"/> Janitorial & Cleaning         | <input type="checkbox"/> Safety & Security Products     |
| <input type="checkbox"/> Computer Prod & Telephony     | <input type="checkbox"/> Material Handling & Storage   | <input type="checkbox"/> Security Surveillance & Detect |
| <input type="checkbox"/> Construction & Building       | <input type="checkbox"/> Measuring & Testing Products  | <input type="checkbox"/> Service Industry Products      |
| <input type="checkbox"/> Cutting Tools                 | <input type="checkbox"/> Medical Equipment & Supplies  | <input type="checkbox"/> Service & Installation         |
| <input type="checkbox"/> Electrical & Lighting         | <input type="checkbox"/> Motors & Generators           | <input type="checkbox"/> Travel & Personal Care         |
| <input type="checkbox"/> Electronics                   | <input type="checkbox"/> Office Equipment & Supplies   | <input type="checkbox"/> Tools & General Machinery      |
| <input type="checkbox"/> Fasteners                     | <input type="checkbox"/> Office Furniture              | <input type="checkbox"/> Welding Equipment & Supplies   |
| <input type="checkbox"/> Furniture & Home Accessories  | <input type="checkbox"/> Paint & Sundries              | <input type="checkbox"/>                                |
| <input type="checkbox"/> General Line Distributor      | <input type="checkbox"/> Plumbing, Pumps & PVF         |   |

**8. Quality Certification:**

- ISO Certified                       In-House Quality Program                       Not Applicable

**I, the undersigned, hereby certify that the above information is true to the best of my knowledge.** Under 15 U.S.C. 645(d), any person who misrepresents a firm’s status as a small business concern may be subject to punishment by imposition of fines, imprisonment or both as well as other remedies deemed necessary by the Federal government. For the full text see <http://uscode.house.gov/usc.htm>.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Business Name \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ ..... <input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> </tr> </table>										

or

Employer identification number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> <td style="width: 25px; height: 20px; border: 1px solid black;"></td> </tr> </table>										

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,