

**CLARK COUNTY
SUPPLIER ADDITION/MAINTENANCE/UPDATE FORM
A CURRENT W-9 MUST ACCOMPANY THIS REQUEST**

Addition Change ¹ Supplier # _____ PR # _____
If applicable

OFFICE USE ONLY

DATE:	PURCHASING ANALYST:
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VENDOR (where payments are mailed to)

Legal Name:	TIN/SSN	
d.b.a., if applicable:		
Address ² :		
City/State/Zip:		
Contact Name:	E-mail Address:	
Phone Number:	Fax Number:	

Indicate if a Corporation or Non-Profit: <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit

SUPPLIER (where purchase orders are mailed to; if different from vendor address above)

Address:	
City/State/Zip:	

STANDARD TERMS: NET 30 DAYS	DISCOUNT:
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COMPLETE THE FOLLOWING BASED ON COMPANY OWNER(S) BUSINESS CLASSIFICATION:
 Note: mark N/A if your company is a corporation or a licensed non profit organization.
 Requested information is for Owner(s) of the company, not for employee(s) or the individuals filling out the form.

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BUSINESS ENTERPRISE GROUP (MUST select all that apply) – please see the following page for definitions.

MBE	SBE	VET	LBE	
WBE	PBE	DVET	ESB Tier 1*	ESB Tier 2*
NBE		NOT APPLICABLE (e.g. your company is a corporation or non-profit)		

ETHNIC GROUP (MUST select all that apply) – please see the following page for definitions.

AA	NA	AX	CX	HA	OT
NOT APPLICABLE (e.g. your company is a corporation or non-profit)					

Requestor's Name:	Telephone:	Department:
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*Certified by the Nevada Governor's Office of Economic Development effective January, 2014. Approved into Nevada law during the 77th Legislative session as a result of AB294.

Note: Please send all supplier requests or any questions related to the Business Enterprise Group (BEG) or Ethnic Group to countypurchasing@clarkcountynv.gov

Notes

- ¹ For changes, be sure to include the Supplier # at the top of this form.
- ² Address change requests must be submitted by supplier on their company letterhead, which must then be forwarded to the Purchasing and Contracts Division with this request. CountyPurchasing@ClarkCountyNV.gov

Business Enterprise Group Definitions

- **Minority Owned Business Enterprise (MBE):** An independent and continuing business for profit, which performs a commercially useful function and is at least 51 percent owned and controlled by one or more minority persons of African-American (AA), Hispanic American (HA), Asian-Pacific American (AX) or Native American (NA) ethnicity.
- **Small Business Enterprise (SBE):** An independent and continuing Nevada business for profit which performs a commercially useful function, is **not** owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed two million dollars (\$2,000,000).
- **Veteran Owned Business Enterprise (VET):** An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51 percent owned and controlled by one or more U.S. Veterans.
- **Large Business Enterprise (LBE):** An independent and continuing business for profit that performs a commercially useful function and is not located in Nevada.
- **Woman Owned Business Enterprise (WBE):** An independent and continuing business for profit, which performs a commercially useful function and is at least 51 percent owned and controlled by one or more women.
- **Physically challenged Business Enterprise (PBE):** An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51 percent owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.
- **Disabled Veteran Owned Business Enterprise (DVET):** A Nevada business at least 51 percent owned/controlled by a disabled veteran.
- **Emerging Small Business (ESB):** Certified by the Nevada Governor's Office of Economic Development effective January, 2014. Approved into Nevada law during the 77th Legislative session as a result of AB294. Must hold a certificate to be recognized as an Emerging Small Business.
- **Nevada Business Enterprise (NBE):** Any Nevada business, which has the resources necessary to sufficiently perform identified County projects, and is owned or controlled by individuals that are not designated as socially or economically disadvantaged.

Ethnic Group Definitions

- AA: African American
- NA: Native American
- AX: Asian American
- CX: Caucasian
- HA: Hispanic
- OT: Other