



What to have ready before you register as a vendor

Federal and state vendor registration takes longer than most applications, and almost all of the delay is waiting on something you could have had in a folder. Gather these first and the registration itself is an afternoon.

- ☐ **Legal name, exactly as filed**
Matching your Secretary of State record character for character, including Inc, LLC and punctuation.
A mismatch here is the single most common cause of a rejected registration.
- ☐ **EIN letter from the IRS**
The CP-575, or a 147C if you have lost it. A 147C takes a phone call and some waiting.
- ☐ **Bank account details for payment**
Routing and account number, in the legal entity's name — not a personal account.
- ☐ **A UEI, or the entity information to get one**
Replaces the old DUNS number. Free.
- ☐ **NAICS codes you actually work in**
Pick the ones that describe what you do, not everything you could imagine doing.
- ☐ **Certificates of insurance**
General liability at minimum. Many registrations ask for limits, not just proof.
- ☐ **Any certifications, with numbers**
Minority-owned, woman-owned, veteran, small, disadvantaged, and the state equivalents.
These are separate applications with their own waits. Start them the same week.
- ☐ **Two or three past jobs with contacts**
Client, value, date, and somebody who will answer the phone.

Do it before you need it. The week a solicitation closes is the worst possible week to discover a registration takes three. Every public job NESO finds is free to read at nesohq.com — register now and be able to answer one.