

Vendor Registration: Edit Form

Help & Tools 

Complete the form below. Fields marked with a red asterisk are required and must be answered to submit this form.

*** required entry**

Vendor Registration 	
Form Name	A - B. Business Information & Other Business Registrations
Description	Complete section A and B, in order to submit this form.

A. Business Information 	
1. Your Business is Registering as a *	Select ONE: <input type="checkbox"/> Prime contractor only <input type="checkbox"/> Prime contractor and subcontractor <input type="checkbox"/> Subcontractor only
2. Name of CEO/Business Owner *	<input type="text"/>
3. Annual sales/gross receipts *	Enter value for most recently completed fiscal year. <input type="text"/>
4. Is your business a Division or Subsidiary of another organization? *	<input type="checkbox"/> No <input type="checkbox"/> Yes Provide the name, address, and contact information of each parent entity. <input type="text"/>
5. When was your business established? *	Enter date in MM/DD/YYYY format. If day is unknown, use the first of the month, e.g. 05/01/2006. <input type="text"/>
6. In what Illinois county(ies) are you conducting business? *	Select an option. Click here to view list of counties. <input type="checkbox"/> The business conducts business statewide. <input type="checkbox"/> The business conducts business in <u>one or more</u> counties. Enter the name of specific counties. If more than one, separate each listed county with a comma. <input type="text"/> <input type="checkbox"/> The business is not currently conducting business in the state.
7. Contact Person for this vendor registration *	Enter first and last names: <input type="text"/>
Contact Person Title *	<input type="text"/>
Contact Person Phone *	<input type="text"/>
Contact Person Email *	<input type="text"/>

B. Other Business Registrations

1. Is your business registered with any of the following State of Illinois programs? *

Select ALL that apply and include the next renewal/expiration date. Note: If your firm is currently certified, you are required to attach a copy of your certificate(s) or approval letter(s) in the document list section below.

- Not applicable/not registered
- Business Enterprise Program (BEP)

Enter next renewal/expiration date:

If not currently certified but interested in BEP, please visit the [website](#).

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate or Letter of Approval	Document is REQUIRED when option is selected - Attach a copy of the document. A high quality photo taken with a smart phone is also acceptable.		Not Attached

- Veteran Owned Small Business (VOSB)

Enter next renewal/expiration date:

If not currently certified but interested in VOSB, please visit the [website](#).

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate or Letter of Approval	Document is REQUIRED when option is selected - Attach a copy of the document. A high quality photo taken with a smart phone is also acceptable.		Not Attached

- Service Disabled Veteran Owned Small Business

Enter next renewal/expiration date:

If not currently certified but interested in SDVOSB, please visit the [website](#).

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate or Letter of Approval	Document is REQUIRED when option is selected - Attach a copy of the document. A high quality photo taken with a smart phone is also acceptable.		Not Attached

- State Use Program
- Small Business Set-Aside Program (SBSP)

Enter next renewal/expiration date:

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate or Letter of Approval	Document is REQUIRED when option is selected - Attach a copy of the document. A		Not Attached

		high quality photo taken with a smart phone is also acceptable.		
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