

Bidder Setup Form

FIN-PO-001



Section 1 - Information and Instructions

The purpose of this form is to allow bidders to add their firm's information to the MTA's consolidated Bidders List. Bidder changes should be captured on the Vendor Master Set-up Maintenance Request Form (FIN-AP-023). Before a bidder is awarded a contract, they must be added as a vendor using the Vendor Master Set-up Maintenance Request Form (FIN-AP-023).

This form is to be completed by Agency Procurement or a bidder firm and forwarded to the responsible party at the agency for entry into PeopleSoft.

Fields that contain a "*" prefix are required fields.

Section 2 - Requestor Information

*Date of Request

*Requestor Name

Requestor Title

BSC ID

*Agency

Department

*Telephone Number

*E-mail Address

*Section 3 - Request Type

New Bidder

Section 4 - Bidder Company Information

Bidder ID (if applicable)

*Legal Business Name (Must Match W-9 Form)

Business Name, Trade Name, Doing Business As (If Different Than Above)

*Federal Tax ID Number (Corporation, LLC, etc.)

*Social Security Number (Sole Proprietorship)

*Section 5 - Bidder Address Information

Purchasing Address

City

State

Zip Code

Primary Telephone Number

Primary Fax Number

Company E-mail Address

Company Website Address

Bidder Setup Form

FIN-PO-001



Section 6 - Bidder Representative Contact Information	
Company Representative Name	Current Primary Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone Number	Cell Phone Number
E-mail Address	Fax Number

Section 7 - Is Your Business Currently Certified as One of the Following?
<i>NY State Certified:</i> <input type="checkbox"/> MBE (Minority Owned Business Enterprise) <input type="checkbox"/> WBE (Women Business Enterprise) <input type="checkbox"/> N/A Certificate Number Expiration Date
<i>MTA / NYSUCP:</i> <input type="checkbox"/> DBE (Disadvantaged Business Enterprises) <input type="checkbox"/> N/A

*Section 8 - List Quote Groups	
<i>Using the category reference list, identify goods and/or services your firm provides. Please enter quote group codes in the fields below.</i>	
1)	2)
3)	4)
5)	6)
7)	8)
9)	10)
11)	12)

Section 9 - Comments