



## SMALL BUSINESS DATABASE REGISTRATION FORM

Please fill out the following information as completely and as accurately as possible. Once you have completed the form, email the it and your business' capability statement to [SDP-Database@si.edu](mailto:SDP-Database@si.edu). **When naming the file to email, please save both the enrollment form and capability statement using your company's name, this will allow us to track it after receiving it.** Your form will be reviewed by the Supplier Diversity team and entered in the Smithsonian's Small Business Database. Thank you!

Company Name:

Contact Name:

Contact Title:

Contact Email Address:

Company Website:

System for Award Management (SAM.gov) Unique Entity ID:

Does your company have a Smithsonian Vendor ID?

If so, please list your Smithsonian Vendor ID:

If you do not have a Smithsonian Vendor ID, would you like to be enrolled?

*The Smithsonian Vendor Database is used by procurement officials to create purchase orders and contracts. The Smithsonian will use your SAM.gov profile to enroll you in the Smithsonian Vendor Database. Once enrolled, you will receive a unique Smithsonian Vendor ID.*

Primary North American Industry Classification System (NAICS) Code :

*(To find your NAICS code, click [here](#).)*

Other Industry (NAICS) Codes:

Type of Small Business:

Description of Products/Services:

Has your company provided products/services to the Smithsonian?

If yes, which unit(s)?

Have you participated in a Smithsonian Supplier Diversity Showcase?

If yes, what year?

Are you interested in participating in future Smithsonian Supplier Diversity Program Events?

**Reminder: Attach your capabilities statement and name your attached files with your company's name!**

*If you have questions about the form or have technical issues, please contact [SDP-Database@si.edu](mailto:SDP-Database@si.edu).*

