To optimize the view in document use the navigation panel view. Select the view tab from the toolbar. In the “Show” section, check the Navigation Pane check box.

The headings throughout the document show on the left side of the screen. To search for a word or term, enter it in the white box. The ˄˅ arrows just below the search bar allow you to quickly scroll through the results of your search.

Important! Please Read

If you click the portal home button, it will kick you out of the supplier portal.

Welcome Letter

What is the supplier portal and what are the benefits?
The supplier portal is a browser-based platform that enables collaboration between your organization and Hormel Foods. The supplier portal will provide visibility into agreements, purchase orders, invoices, receipts, and real-time contact information. This system will provide you with the opportunity to manage your own change requests, advanced shipping notices, and profile.

What do I need to know?
Logging in:
You will receive an e-mail with a link to create an account. Your login ID should appear in the “Name.Name” format and will be case sensitive. Please make sure that you bookmark the website after you log-in. Once your password has been set, login using your username and newly created password.

Our first ask of you is to review and update your existing contact information. Please make sure to assign a contact if you haven’t done so already. You can add multiple contacts, and delegate roles to perform specific tasks for each supplier site. When adding contacts to the portal, it is important to note the system will default to one primary contact.

This packet contains all supporting material you will need to execute your tasks. Please refer to the table of contents above for the step-by-step process for the following tasks below:

- Submitting Supplier Registration Request
- Supplier Portal Roles
- Login and Navigation
- Updating Supplier Profile
- Addition of Contacts
- Acknowledge & Review Agreements and Purchase Orders
- Creating Purchase Order Change Request
- Responding to Sourcing Events or Negotiations
- Reviewing Invoice, Payment, and Receipt Information
- Completing Supplier Questionnaire

**E-mail notifications**
You should receive e-mail confirmations on any type of rejection or request for additional information from the company. You’ll receive an email of approval once the supplier registration has been accepted.
Business Classifications Definitions

Minority Owned Business
Eligibility
Benefits
How to Apply

Woman Owned Business
Eligibility
Benefits
How to Apply

Veteran Owned Business
Eligibility
Benefits
How to Apply

Service Disabled Veteran Owned Business
Eligibility
Benefits
How to Apply

Small Disadvantaged Business
Eligibility
Benefits
How to Apply

Small Business
Eligibility
Benefits
How to Apply

HUBZone Certified
Eligibility
Benefits
How to Apply

LGBT Owned Business
Eligibility
Benefits
How to Apply

Hog Procurement Definitions

Website Resource Information
Submitting Supplier Registration Request

How to Submit a Supplier Registration Request

As a new supplier, you must register on Hormel’s supplier portal. There are required items that must be provided, or the submission will be returned. Specifically, you will need to list a point of contact (first and last name) and attach a current W9. If you are eligible for other portions of the applications, you will also need to fully complete those as well (diversity classifications, quality assurance survey, risk documentation, etc). If you have certificates representing your diversity classification, please load.

This site will provide step-by-step instructions and process considerations to submit a supplier registration request. As a supplier, you may receive an email with a link to access the supplier registration portal. You can also find the link on Hormel Foods homepage.

There are eight phases within the registration process. Fill in the relevant and required details in each screen. Click Next to proceed to the next phase.

Click here for registration.

Phase 1 | Company Details

Any field with an asterisk (*) is a required field.

Required
- Company
- Tax Organization Type
- Federal EIN document (preferred) W9, or Foreign Suppliers a W8BEN-E
- Contact Information (name and email)

Requested
- DUNS Number
- Tax ID
- First and last name of your Hormel, Jennie-O, or Applegate contact
Phase 2 | Contacts

Click + Create to add additional contacts.

Any field with an asterisk (*) is a required field.

Required
- First and Last Name
  - Do not insert a space following your first or last name. Your first and last names will generally create a user name in the format of First.Last.
- Email

Requested
- Job Title
- Phone

If access to the portal should be granted, click Create User Account
Click **Create Another** if you desire to add additional contacts or click **OK**

Click **Next**

### Phase 3 | Addresses

Click **+ Create**

**Required** - any field with an asterisk (*) is a required field.
Please follow the below in order, contrary to how it’s lined up on the screen.

- Address Name (please enter name of city)
- Country
- Address Line 1
- Postal Code
  All city and county combinations will automatically populate for that street address.
  Select the correct combination
  Click OK

- The remaining fields will populate with the selection
- Address Purpose

Requested (see second screen print)
- Associate a contact to this address. This is the individual who will receive information such as purchase orders and email correspondence.

1. Click Select and Add
2. Select the contact for this address
3. Click OK
Then click **Next**

**Phase 4 | Business Classifications**

Hormel Foods works to support small businesses of diverse ownership, meaning minority, women, veteran, service-disabled veteran, disadvantaged, HUB zone, and LGBTQ. For more information on business classifications, please click [here](#).

- If you do not qualify for any business classifications, you must select **None of the classifications are applicable**
- If you qualify, add a business classification for your company by clicking **+**
Dependent on the classification you select, required fields will change. We request all information be provided. Add additional classifications as needed. Please attach a copy of the certificate.

Click Next

**Phase 5 | Products and Services**

Click **Select and Add**

Scroll to find the category of which your company fits. If you know the exact category name, you can enter it within the **Category Name** field and click **Search**.

Once checked, click **OK**
When complete, click **Next**
You will be asked questions in phase 7. Please make sure you read and understand the attachments prior to submitting.

If after you answer all the questions, the **Next Section** is grayed out, scroll back to the top and click **Next**

1. Hormel Foods Corporation has preferred terms of Net 60. Please indicate if your company can comply with these preferred terms. An explanation is required if cannot comply is selected.
   - Seller can comply with Net 60 payment terms
   - b. Seller cannot comply with Net 60 payment terms. Explanation is required.
     If b, comment required
     Attachment is optional

2. Please open the attachment and read through the Hormel Foods Corporation Terms and Conditions. Please confirm that your Company agrees with the Attached Terms and Conditions for working with Hormel Foods Corporation.
   - Yes we can comply
   - No we cannot comply
   Comment is optional

3. Please open the Link and read the expectations of Hormel Foods Corporation in regards to the Animal Care of Hogs, Chicken, Turkeys, Beef and Cage Free Eggs. Please confirm that as a Supplier of these type of items that you can comply with these expectations of Hormel Foods Corporation for animal care.
   - Yes we comply
   - No
   - Not Applicable
   Comment is optional

4. Please open and read the link in regards to Hormel Foods Corporation Palm Oil sourcing policy. Please confirm that your Company can comply with the document for Sustainable Palm Oil standards.
   - Yes we comply
   - No
   - Not Applicable
   Comment is optional

5. The Foreign Corrupt Practices Act (“FCPA”) is a U.S. law that makes it unlawful for Hormel Foods Corporation, directly or indirectly (including through distributors, intermediaries or other third parties), to offer, promise, or pay money or anything else of value to any Foreign (i.e., non-U.S.) Official for the purpose of obtaining or retaining any business or any other business advantage. Under the FCPA “Foreign Official” generally includes (i) any officer or employee of any non-U.S. government or ministry, agency or similar body exercising executive, judicial, arbitral, regulatory, or administrative functions of or pertaining to government; any officer or employee of a wholly or partially state-owned enterprise; and any
member of a royal family; (ii) any political party, political party official, or candidate for political office (iii) any officer or employee of a public international organization (such as, but not limited to, the World Bank, United Nations, and the European Union); or (iv) any person acting on behalf of the above. A prohibited offer, promise, or payment is anything of value (cash, property, services, etc.).

Select one of the following:

- Seller understands and acknowledges the applicability of the FCPA and certifies that neither Seller nor any director, owner, officer, employee, affiliate, agent, or representative of Seller has offered, promised, given, or authorized the giving by any third party of anything of value to any Foreign Official in order to obtain, retain or direct any business to or to secure any business or regulatory advantage for Hormel Foods Corporation or will do so in the future.
- Seller cannot so certify

6 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction (if your company has invoiced in excess of $30,000 annually to Hormel Foods Corp).
- Seller certifies that neither Seller nor any of its Principals are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
- Seller certifies that the above requirement #1 is not applicable to Seller (if your company has invoiced less than $30,000 annually to Hormel Foods Corp).
- Seller cannot comply

Comment is optional

7 Certification Regarding Payments to Influence Federal Transactions (if your company has invoiced in excess of $150,000 annually to Hormel Foods Corp).
- Seller certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on its behalf in connection with the award of this contract.
- Seller certifies that the above requirement is not applicable to Seller (if your company has invoiced less than $150,000 annually to Hormel Foods Corp).
- Seller cannot Comply.

Comment is optional

8 Certification Regarding Compliance with California Transparency in Supply Chains Act.
- If Seller it is subject to the requirements of the California Transparency in Supply Chains Act, California Civil Code 1714.43, Seller certifies that the materials incorporated into any product provided to Buyer complies with the laws regarding slavery and human trafficking of the country or countries in which Seller does business.
- Seller certifies that the above requirement is not applicable to Seller. (if your company does not do business in California)
- Seller cannot Comply.

Comment is optional

9 Please open the Link below and read through Hormel Foods Corporation expectations of our Suppliers. After reading the document please confirm that your Company can comply with the supplier Code of Conduct.
- Yes we can Comply
- No

10 Will you be performing work on site at a Hormel location(s)?

If yes, proof of insurance will be requested in the next step. If you are coming on site for meetings only and not performing work, answer No.
- No
- Yes

11 Will you be providing Meat, Ingredients, or Foods Contact Packaging goods?
- No
- Yes

12 For purposes of this question “government official” includes the following
- Government employees or elected or appointed officials at any level
- Government agents, such as customs, labor, health, environmental or safety inspectors
- Government standardization body or test lab employees
- Police officers, military personnel, and other security personnel
- Employees of a state-owned or state-controlled business, utility, school, hospital, or other entity
Employees of public international organizations (such as the United Nations, World Bank, etc.)
Political parties, party officials, and candidates for political office;
Members of a royal family

Select any of the following that apply, and provide a brief explanation:
- Seller is not owned or controlled (in any part) by and does not act on behalf of a government entity or government-owned or government-controlled entity.
- Seller is owned (in any part) or controlled by a government entity (provide explanation in comment box below)
- Seller is owned (in any part) or controlled by a government-owned or government-controlled entity (provide explanation in comment box below)
- Seller acts on behalf of (e.g., as a consultant or advisor) a government entity or government-owned or government-controlled entity (provide explanation in comment box below)
- Any person affiliated with the Seller (including directors, executives, managers, and employees) is also a government official (provide explanation in comment box below)
- Any person affiliated with the Seller (including directors, executives, managers, and employees) has a family member who is a government official (provide explanation in comment box below)

Comments and attachments optional

In what country or countries will Seller work and/or provide goods or services to Hormel Foods Corporation?
Select one of the following:
- Only in the United States
- In the United States and outside the United States (name all countries in comment box below)
- Outside the United States (name all countries in comment box below)

Comments and attachments optional

In the course of the proposed work related to Hormel Foods Corporation, will Seller interact or likely interact with a government entity or any government official, including but not limited to regulators, employees of a state-owned enterprises, government customers, inspectors, Customs or other border officials, military or security personnel, law enforcement or others?
Select one of the following:
- No
- Unknown
- Yes (please describe in comments below)

Comments and attachments optional.

Links below are links from questionnaire
https://www.hormelfoods.com/responsibility/our-approach

Phase 7 | Review

This is the final review stage. Please review the information you entered. When done, click Register.

Hormel Approval Process

The registration request will come to our Supplier Technician for review.
If you’ve checked yes that you will be on-site or providing ingredients, meat, or food contact packaging, upon approval, you’ll receive another questionnaire. Click here for those instructions.

**Approved | Everything Submitted 100%**

If your registration request is 100% complete with the required attachments, your registration will be approved. **IMPORTANT!** You will receive three (3) emails. Please see the email address within each screen print below for domain names. These may be blocked in your company’s junk mail.

**Email #1 – Oracle Fusion Applications-Welcome E-Mail | Password Reset**

1. Click on the link provided within the email
2. Enter in your password twice and click **Submit**
3. Write down this password so you have easy access to it
4. Hormel Foods Supplier Portal will then open
5. You will then receive the second email

**Email #2 – FYI: Supplier Contact User Account for Hormel Foods Corporation was Created**

This is important information!

1. Click on the “Access the application” to access the portal site. Save this URL (bookmark it)
2. The Assignee shows what your user name is, but with a small tweak. It’s case sensitive and combines the first and last names with a period in between.

   Examples:
   - Cassandra Supplier will be **Cassandra.Supplier**
   - Cassandra supplier will be **Cassandra.supplier**
   - In the case there are users with same first & last names, Oracle adds a middle letter to differentiate the 2nd user from the first. See example below. If there are 2 users with Julie Grundel, Oracle adds the a. between first & last names to create a unique user name Julie.a.Grundel, also case sensitive.
Email #3 – FYI: Oracle Fusion Applications-Password Reset Confirmation
This email is sent for two reasons:

1) Notification of password reset
2) Identifies your username. Per the example above and below, note the exact capitalization and the period between the first and last name.

Dear Cassandra Supplier,

The password for your Oracle Fusion Applications Account - Cassandra.Supplier - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,
Oracle Fusion Applications

Not Approved | More Information Required
If you receive communication stating a portion was missed, an attachment omitted, or additional questions need answers, you will be contacted by the Supplier Technician. Once field or information is populated and submitted, the review/approval process will begin again.

Completing Additional Supplier Questionnaire

You'll receive either an email OR you can sign directly into the portal and access the questionnaire that way.
Please remember as you are filling out the questionnaire, there are questions and attachments that are **required**. These should be marked with asterisks.

1. Either click onto the link from the email, or
2. Within the portal, click **Manage Questionnaires**

3. Select a Questionnaire by clicking on the hyperlink; you may have more than one.

4. Proceed through the questions.
   Again, please remember as you are filling out the questionnaire, there are questions and attachments that are **required**. These should be marked with asterisks.

5. When complete, click **Submit**.

---

**Hormel Supplier Portal**

Step by step instructions on how to access and administer the supplier portal

**URL:**
https://ekkh.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fndGlobalItemNodeId=itemNode_supplier_portal_supplier_portal

**User name and Password**

Your username follows a specific nomenclature. It is not your email address.

**Oops! I don't have my User name nor my password**

1. At the log in page, select Forgot Password
2. Select the radio button to the left of **Forgot user name**

3. Click Submit
4. Enter information requested
5. Follow instructions per the email sent after submission
6. Write down your user name
7. Proceed with instructions for I have my user name, but not a password

**I have my User name, but not a password**
1. At the log in page, select Forgot Password

2. Select the radio button to the left of **Forgot password**
3. Click Submit
4. Enter information requested
5. Follow instructions per the email sent after submission
6. Write down your password

Navigation and Viewing the Portal

Reorder columns- Screen View
Following steps below will allow you to reorder columns to show in your view what is important from your perspective

Managing Profile
Provides step-by-step instructions on how to view and update supplier profile information using the Hormel Foods supplier portal.
Step 1 | Create a change request

1. On the left navigation pane of the supplier portal, scroll down to **Company Profile** and click **Manage Profile** to view and/or update supplier details.

2. Click **Edit**

3. An edit warning message will display, click **Yes** to continue the edit process.

4. The **Edit Profile Change Request** screen will appear.
   A. **Change Description**: enter in a brief description for the change request.

---

Step 2 | Update Desired Information

**Organization Details**
You can update the items in red below.
**Tax Identifiers**

You can update the items in red below

![Image of Tax Identifiers](image1)

**Addresses**

You can update the items in red below

If changing information, select the row you wish to edit, and click the pencil (edit) icon. You cannot delete a record; you can edit and update the status to Inactive.

Example of changing an address:

![Image of Address change](image2)

**Contacts**

You can update the items in red below

If changing information, select the row you wish to edit, and click the pencil (edit) icon. You cannot delete a record; you can edit and update the status to Inactive.

![Image of Contacts](image3)
### Business Classification

If you are receiving a system generated email stating your business classification indicator is expiring or if you need to add or remove an indicator, please review the below to update.

#### Updating an indicator

1. Select the diverse indicator (row/line) needing to be updated
   - **Important!** Do not add a new line for an indicator that is already displaying.

2. Update the desired field(s)
   a. The most common reason to update an indicator is the expiration date. Click into the fields to update.
   b. If there is an attachment and you want to replace it, click the X (it appears grayed out). Then proceed to click the + (it appears grayed out) to attach new certificate or updated letter.
      - **Important!** You may need to expand the Attachment title portion in order to see the + & x options

Fields that can be updated include:

- **Classification:** The indicator itself (veteran owned, woman owned, minority owned, etc.)
- **Subclassification:** Will become editable if classification is minority.
- **Certifying Agency:** If your certifying agency is not available, please email HormelSupplierDiverse@Hormel.com.
- **Certificate:** If you have a certified indicator, please enter the certificate number.
- **Start date:** Start date of certificate or first date of indicator being valid.
- **Expiration date:**
  - If certified, enter the expiration date of certificate, or
  - If self-certified, enter an expiration date *one year from current date*. This is to ensure you are actively verifying the self-certification status.
- **Attachments:** Upload your certificate or if self-certified, please attach a confirming an updated letter on company letterhead. Please see note above (b) on removing and adding attachments
- **Notes:** If you want to add any notes, please do so here

7. **IMPORTANT!** You are not done! Once you are complete, please move to [Step 3 | Submitting your changes](#) in order for the changes to be submitted for approval

### Adding a Business Classification

If you have become a diverse supplier or need to add another indicator, please review the below to update.

1. If the box next to “None of the classifications are applicable” is checked, uncheck it.
2. Click + (the + will continue to remain gray, but it’s clickable)
3. Complete the information to add the desired indicator
   Fields that can be updated include:
   - **Classification**: The indicator itself (veteran owned, woman owned, minority owned, etc.)
   - **Subclassification**: Will become editable if classification is minority.
   - **Certifying Agency**: If your certifying agency is not available, please email HormelSupplierDiverse@Hormel.com.
   - **Certificate**: If you have a certified indicator, please enter the certificate number.
   - **Start date**: Start date of certificate or first date of indicator being valid.
   - **Expiration date**:
     - If certified, enter the expiration date of certificate, or
     - If self-certified, enter an expiration date one year from current date. This is to ensure you are actively verifying the self-certification status.
   - **Attachments**: Upload your certificate or if self-certified, please attach a confirming an updated letter on company letterhead.
   - **Notes**: If you want to add any notes, please do so here

4. **IMPORTANT!** You are not done! Once you are complete, please move to Step 3 | Submitting your changes in order for the changes to be submitted for approval.

**Removing a Business Classification**

If you no longer qualify under the current classification in the system, the indicator needs to be removed. Reasons for no longer qualifying is growth, acquisition, owner transfer, shouldn’t have been there to begin with, etc.

1. Email HormelSupplierDiverse@Hormel.com to request the indicator be removed.

2. **IMPORTANT!** You are not done! If you have created a change order and the only action was to remove a business classification indicator, please delete the change order.

**Step 3 | Submitting your changes**

1. When your changes have been made, click **Review Changes**
a. Click **Save** only if you want to move between the tab options, otherwise proceed with next steps.
b. If you do not want to submit the changes and want to exit, please click **Delete Change Request**, not **Cancel**.

2. While in the Review Changes window, click **Submit** to send updates to the Hormel Foods supplier team for final review and approval.

3. A confirmation pop-up window will appear. You should see, “There is a profile change request pending approval. You may edit to make additional changes.”

4. Click **OK** to acknowledge the changes have been submitted.

5. To close the Company Profile page, click **Done**

6. All submitted updates will be reviewed and approved by the Hormel Foods supplier and administration team before being published to the supplier portal.

7. Notification(s) will be delivered regarding the approval or rejection of the submitted change.

**Completing Profile Change in Draft Status**

Search words: draft status, incomplete, update

You’ve started a supplier profile change but see it’s still in draft status, log into the portal and follow the below steps. Click [here](#) for portal.

- Click on **Manage profile** (lower left of screen)
- Click the **Edit** button (top right of screen)
• **Review Changes** button; make changes if needed
• Make sure the **Change Description** field is filled out (very brief summary)

- Click **Submit** button

---

**Manage Orders**

**Creating Purchase Order Change Request**
Provides step-by-step instructions on how to create a purchase order change request.

1. On the left navigation pane of the supplier portal, scroll to **Orders** and click **Manage Orders** or **Manage Schedules** to review purchase orders
2. Use the applicable search fields to search for your purchase order
   - If you do not know your purchase order number, leave the data fields blank and click Search

3. Click onto the desired order number (the hyperlink)

4. Click Actions and Edit

5. A warning pop-up box will appear. Click Yes to acknowledge you are making a change order on the purchase order.

6. The Edit Change Order screen will appear. Within the Description field box, enter a summary of the changes to be made. This is a mandatory field. Please note ALL changes being made.
7. Make the appropriate updates to the item(s) as desired.

8. If you need to split a line, click on the **Schedules** tab.

9. Select the wishbone button to split.

10. Once the line item is split, update the quantity and delivery date field on both lines. Total quantity of both lines **must match** the quantity of the original line.

11. Click **Save**

12. Click **Submit**

13. A confirmation pop-up window will appear. Click **OK**

14. To close the Purchase Order page, click **Done**

15. If the Hormel buyer rejects the change order, you will receive an email. If the change order is approved, you will **not** receive notification. If you are an EDI supplier, no notification will be sent.

---

**Delete Purchase Order Change Order**

*Search words: incomplete change order*

If you start a change order and realize you don’t need it – follow the steps below to remove

- Click change order number in your column,
- Go to Actions Edit
- Actions Delete Change order
- Click Yes
Negotiations

Responding to Negotiations or Sourcing Events

Provides step-by-step instructions on how to respond to sourcing events.
1. If you clicked the portal link from the email you received, you will be brought to the Negotiation Overview screen. You can also navigate here by logging into the portal.

2. In **Section 1** of the Create Response screen, please respond to the questions in the requirement section.

3. If there are more sections to the requirement, click through them using the drop downs in the upper right corner. Complete the questions.

4. The **Create Response: Lines** screen will appear. Enter in your response price and quantity if applicable. Then click **Next**.

5. There is an optional field, **Note to Buyer**. Otherwise, click **Save and Close**.
6. The **Review Response** screen will appear. Review all tabs prior to clicking **Submit**.

7. A confirmation pop-up window will appear. Click **OK** to acknowledge the response has been submitted.

8. Click **OK** and **Done**.

**Invoices and Payments**

**Reviewing Invoice(s) and Payment(s)**

1. On the left navigation pane of the supplier portal, scroll to **Invoices and Payments** and click **View Invoices**.
2. Search for your supplier name (you only have access to yo

3. Enter in a name for your query or use the pre-populated name. Click **Set as Default** and **OK**. This will assist you the next time you come into this section of the guide.

4. The View Invoices screen will display. Search for a particular invoice using the search fields. Click on the **Invoice Number** you would like to view.
5. The details for the invoice will appear. Review as needed. You can also click the Payments tab to view payments for that specific invoice. Click Done when your review is complete.

6. Click Done again.

**Reviewing Payment(s)**

If you’ve been given a payment number and you want to search this way, follow the below.

1. On the left navigation pane of the supplier portal, scroll to Invoices and Payments and click View Payments.
2. The **View Payments** screen will display. Search for a particular payment using the search field below and click **Search**. Click on the **Payment Number** you would like to view.

3. The **Paid Invoices** for that payment number will display. Review.

4. If you want more information, click onto the invoice number.
5. Click **Done** until you are back to the screen of where you wish to be.

**Reviewing Receipt Information**

Step-by-step instructions on how to view receipts.

1. On the left navigation pane of the supplier portal, scroll to **Shipments** and click **View Receipts** to review receipts.

2. Use the search fields to look up receipts and click on the **Receipt** number you wish to view.
3. Scroll to the bottom to view all the details of your receipt. Click **View Transaction History** in order to view more details.

4. After review, click **Done** until you are back to where you wish to be.

### Supplier Portal Roles

<table>
<thead>
<tr>
<th>ROLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Accounts Receivable Specialist</td>
<td>Manages invoices and payments for the supplier company</td>
</tr>
<tr>
<td>Supplier Bidder</td>
<td>Manages requests for quote, requests for proposal, and requests for information</td>
</tr>
<tr>
<td>Supplier Customer Service Representative</td>
<td>Manages inbound purchase orders and communicates shipment activities</td>
</tr>
<tr>
<td>Supplier Sales Representative</td>
<td>Manages agreements and catalog pricing</td>
</tr>
<tr>
<td>Supplier Self Service Administrator</td>
<td>Manages the profile information for the supplier company, including updating supplier contact information and administering user accounts</td>
</tr>
</tbody>
</table>

### Business Classifications Definitions

Certifications are not handed out to just any business. A business must qualify and prove that it meets the certification requirements.

- **Minority Owned Business**
- **Women Owned Business**
- **Veteran Owned Business**
- **Service-Disabled Veteran Owned Business**
- **Small Disadvantaged Business**
Minority Owned Business

A business that is at least 51% owned by, and whose management and daily business operations are controlled by, one or more members of a socially and economically disadvantaged minority group, namely U.S. citizens who are African Americans (Black), Hispanic Americans, Native Americans, Asian-Pacific Americans, Alaskan Native Americans and Indian Sub-Continent Americans.

Eligibility

To receive this type of business certification, your company must be:

- Owned by United States citizen(s).
- A least 51% minority–owned, managed, and controlled. For the purposes of NMSDC’s program, a minority group member is an individual who is at least 25% Asian Indian, Asian-Pacific, Black, Hispanic or Native American. Minority eligibility is established via a combination of document reviews, screenings, interviews and site visits. Ownership, in the case of a publicly owned business, means that at least 51% of the stock is owned by one or more minority group members.
- A for-profit enterprise and physically located in the U. S. or its trust territories.
- Managed and daily operations exercised by the minority ownership member(s).

Benefits

Minority Business Executives (MBEs) have access to numerous benefits and services – including educational programs plus a wide range of networking opportunities. This section briefly outlines some of those benefits.

The National Minority Supplier Development Council’s (NMSDC) Certification Policy and Procedures are firmly adhered to by its 23 regional affiliate councils (or RMSDCs) for the certification of minority–owned, managed and controlled businesses. Standardized Procedures assure consistent certification of MBEs throughout the NMSDC Network. The NMSDC is the only national organization providing certification throughout the U.S. for ethnic diverse suppliers ready to do business.

- Access — MBEs have exposure to 13,000 other MBEs to engage in business opportunities and the ability to form partnering relationship, strategic alliances or joint ventures for success.
- Business Opportunity Fairs — The largest US conference focused on minority business development, MBEs present themselves to hundreds of prospective buyers, government agencies and procurement professionals in a single setting.
- Capacity Building — NMSDC has created capital access opportunities for MBEs throughout the life cycle of our partnership with the Business Consortium Fund, the Growth Initiative Program and Capital Manager’s Program
- Contract Opportunities – NMSDC facilitates business connections between buying agencies and MBEs, which sets the foundation for future partnering and business opportunities.
• Customized executive education — The NMSDC Academy and other concentrated training and technical assistance creates stronger and sustainable businesses while developing leadership tools for our MBE CEOs.
• Networking opportunities — Provide expansion of relationship–building opportunities with corporate buyers.

And a variety of other formal and informal activities to foster the development of long–term, mutually beneficial business relations – bringing corporate purchasing people together with representatives of minority businesses.

How to Apply

https://nmsdc.org/mbes/mbe-certification/

1. Review certification criteria as stated online.
2. Gather the required documentation. A sample of the documentation requirements are listed directly below.
3. Complete the online application in its entirety. You’ll have as long as you need to complete the application and can save each section as you go.
4. The application fee must be paid online via credit card.
5. Upload the required documentation via the online certification/recertification application and hit submit upon completion.
6. The application will go through a desk audit to ensure the accuracy of the application, all of the documentation is uploaded and completed, and the references are contacted.
7. A site visit will be performed by a NMSDC Certification Specialist.
8. The Certification Compliance Committee (CCC) will review the application, supporting documents and site visit. They will make a recommendation to the Board of Directors.
9. The Board of Directors will make the final approval.

Woman Owned Business

A business that is at least 51% owned by, and whose management and daily business operations are controlled by one or more women who are U.S. citizens.

Eligibility

• Applicant company must be at least 51% owned and controlled by one or more women who are U.S. citizens or permanent legal residents, or in the case of any publicly owned business, at least 51% of the equity of which is owned and controlled by one or more women who are U.S. citizens or permanent legal residents.
• Management and daily operation must be controlled by one or more of the women.
• Women’s Business Enterprise National Council (WBENC) uses a two-part process to ensure that the applicant company meets the WBENC Standards. This will include a thorough review of the documentation presented and a site visit interview with the female owner(s).

Benefits

Access
Access to a current list of supplier diversity and procurement executives at hundreds of major U.S. corporations and federal, state and local government entities that accept WBENC
certification. WBENC is also an approved Third-Party Certifier for the United States Small Business Administration (SBA) Women-Owned Small Business (WOSB) Federal Contracting Program.

- National recognition of WBENC-Certified WBEs by thousands of major U.S. corporations and federal, state and local government entities.

Formal and informal opportunities to pursue business deals with National Corporate Members and/or WBENC-Certified WBEs:

- WBENC's National Conference & Business Fair.
  - Eligibility to participate in face-to-face MatchMaking Sessions.
  - Eligibility to exhibit at WBENC's annual National Conference & Business Fair.
  - Informal networking and targeted marketing.
  - WBENC Summit & Salute
  - Informal networking and targeted marketing.
  - Automatic inclusion in WBENCLink, WBENC's Internet database of certified WBEs, which is accessible by WBENC's Corporate Members and other certified WBEs across the country.
  - Opportunities to partner with other WBENC-Certified WBEs to pursue other business opportunities.

Capacity Development
Access to mentoring, education, and capacity development.

- Eligibility to receive a Dorothy B. Brothers Scholarship.
- Eligibility to participate in the Tuck School of Business at Dartmouth through the Tuck-WBENC Executive Program, brought to you by IBM.
- Workshops and keynotes at WBENC national events.
- Webinars:
  - WBENCLink Training
  - Conference Prep Webinar Series

Access to community of support among WBENC-Certified WBEs.

Articles in WBENC blog, newsletter and website

Recognition

- Eligibility for regional representation and national recognition.
- Eligibility for recognition through WBENC's Applause Award.
- Eligibility for International Luminary Award.
- Eligibility for recognition through the William J. Alcorn Leadership Award.

Promote Your Business

- Use of the WBENC certified WBE seal on your marketing materials, which identifies your women's business enterprise as certified through WBENC's national Standards and Procedures.
- Use of the Women Owned Logo on retail product packaging
- Use of WBENC Press Release template to announcing your business as newly WBENC certified. WBEs are responsible for submitting press release to local media.
- Eligibility to promote your business through sponsorship of WBENC national events. A number of promotional opportunities are provided in sponsorship packages. WBE Chair opportunities are available and open to every WBENC-Certified WBE. Although only two WBE Co-Chairs are selected for each national event, this sponsorship opportunity
includes year-long promotional and exposure benefits. For more information, contact mdelano@wbenc.org.

Community of Support
- Eligibility to participate in WBENC Social Media profiles, including Facebook, YouTube and Twitter.
- Informal networking at WBENC national events.

Advocacy
- White papers and research developed on key women business issues.
  - Opportunity to participate in surveys so your voice is represented on key issues.
- Representation of women business issues in key forums.

How to Apply
https://www.wbenc.org/certification-process

Veteran Owned Business

A business that is at least 51% owned by one or more veterans, who control and operate the business. Control in this context means exercising the power to make policy decisions and operate means to be actively involved in the day-to-day management of the business. The term “veteran” (38 U.S.C.'101(2)) means a person who served in the active military, naval, or air service, and who was discharged or released.

Eligibility
You or another Veteran at your company must:
- Own 51% or more of the company you want to register, and
- Has full control over the day-to-day management, decision-making, and strategic policy of the business, and
- Has the managerial experience needed to manage the business, and
- Is the highest-paid person in the company (or can provide a written statement explaining why your taking lower pay helps the business), and
- Works full time for the business, and
- Hold the highest officer position in the company

To be considered a Veteran, at least one of these must be true.
- Served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and didn’t receive a dishonorable discharge, or
- Served as a Reservist or member of the National Guard and were called to federal active duty or disabled from a disease or injury that started or got worse in the line of duty or while in training status

Benefits
- Priority when you bid on contracts for other federal or state government agencies
- Tax relief
- Better access to capital
- Extra support if your startup or small business is poised for high growth and innovation
- Support in finding VA procurements, contract awards, and acquisition resources
- Resources, education, and training to help you learn how to do business with us
- Help building business partnerships and connecting with the people who make decisions about procurement in government and large private-sector firms
- Resources to guide you through every step of becoming an entrepreneur

**How to Apply**

Apply through the Vets First Verification Program. [Click here](#)

**Service Disabled Veteran Owned Business**

A business that a veteran with a disability which as a result of service. The term “service connected” means, with respect to disability or death, that such disability was incurred or aggravated, in the line of duty in the active military, naval or air service.

**Eligibility**

- Be a small business
- Be at least 51% owned and controlled by one or more service-disabled veterans
- Have one or more service-disabled veterans manage day-to-day operations and also make long-term decisions
- Eligible veterans must have a service-connected disability

You can view the full eligibility requirements in [Title 13 Part 125 Subpart B of the Code of Federal Regulations (CFR)](#).

**Benefits**

The government limits competition for certain contracts to businesses that participate in the Service-Disabled Veteran-Owned Small Business program.

Joining the disabled veterans’ business program makes your business eligible to compete for the program’s set-aside contracts. You can still compete for contract awards under other socio-economic programs you qualify for.

**How to Apply**

[https://www.vip.vetbiz.va.gov/](https://www.vip.vetbiz.va.gov/)

**Small Disadvantaged Business**

A Small Disadvantaged Business (SDB) is a small business that is at least 51% owned by one or more individuals who are both socially and economically disadvantaged. SDB status makes a company eligible for bidding and contracting benefit programs involved with federal procurement. Businesses must be certified by the Small Business Administration (SBA) to qualify for SDB status.
Eligibility

Effective July 15, 2020, to qualify for the 8(a) program, follow this eligibility checklist:

- Be a small business
- Not already have participated in the 8(a) program
- Be at least 51% owned and controlled by U.S. citizens who are economically and socially disadvantaged
- Be owned by someone whose personal net worth is $750,000 or less
- Be owned by someone whose average adjusted gross income for three years is $350,000 or less
- Be owned by someone with $6 million or less in assets
- Have the owner manage day-to-day operations and also make long-term decisions
- Have all its principals demonstrate good character
- Show potential for success and be able to perform successfully on contracts

Benefits

To help provide a level playing field for small businesses owned by socially and economically disadvantaged people or entities, the government limits competition for certain contracts to businesses that participate in the 8(a) Business Development program.

Disadvantaged businesses in the 8(a) program can:

- Compete for set-aside and sole-source contracts in the program
- Get a Business Opportunity Specialist to help navigate federal contracting
- Form joint ventures with established businesses through the SBA’s mentor-protégé program
- Receive management and technical assistance, including business training, counseling, marketing assistance, and high-level executive development

How to Apply

1. To apply for this certification, create and/or update your business profile at SAM.gov.
2. Then apply to become certified as an 8(a) business, use the certify.SBA.gov website.
3. You’ll receive a letter in the mail informing you if your application was approved or not. If you’re accepted into the program, your profile in the Dynamic Small Business Search will show your approval date and exit date for the program.
4. Your certification will last for a maximum of nine years. You’ll need to complete annual reviews to maintain your good standing in the program.

Small Business

A small business is one that is organized for profit, with a place of business located in the United States. It must operate primarily within the United States or make a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor. Together with its affiliates, it must meet the numerical size standards as defined in the Small Business Size Regulations, 13 CFR 121.
To receive this type of business certification, your company must be:

- A small business by [SBA standards](https://www.sba.gov)
- Organized for profit
- Has a place of business in the U.S
- Operates primarily within the U.S. or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor
- Is independently owned and operated
- Is not dominant in its field on a national basis
- Click for [Small Business Size Regulations](https://www.sba.gov)

<table>
<thead>
<tr>
<th>Industry</th>
<th>Not to exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing and mining</td>
<td>500 employees</td>
</tr>
<tr>
<td>Wholesale trade</td>
<td>100 employees</td>
</tr>
<tr>
<td>Retail and service</td>
<td>$6 million average annual revenue</td>
</tr>
<tr>
<td>General and heavy construction</td>
<td>$28.5 million average annual revenue</td>
</tr>
<tr>
<td>Special trade contractors</td>
<td>$12 million average annual revenue</td>
</tr>
<tr>
<td>Agriculture</td>
<td>$0.75 million average annual revenue</td>
</tr>
</tbody>
</table>

Chart from: [ASQ.org](https://www.asq.org)

**Benefits**

- Compete for set-aside and sole-source contracts in the program
- Get a Business Opportunity Specialist to help navigate federal contracting
- Form joint ventures with established businesses through the SBA's Mentor-Protégé Program
- Access to management and technical assistance, including business training, counseling, marketing assistance, and high-level executive development
- Assigned a specialist to help with the growth of your business

**How to Apply**

1. If you want to obtain the 8(a) Business Development certification, create a profile at [SAM.gov](https://www.sam.gov) and use the [certify.sba.gov](https://certify.sba.gov) website.

2. If accepted, you’ll receive a one-time certification that’s good for nine years. You cannot apply if you’ve already received the certification and been a part of the program.

To learn more about the program, check out the [SBA’s 8(a) Business Development page](https://www.sba.gov/8a).

**HUBZone Certified**

The HUBZone Small Business certificate is another one of the SBA contracting programs. This certification is for businesses that set up shop in historically underutilized business zones.

**Eligibility**

To qualify for the HUBZone program, your business must:

- Be a small business
- Be at least 51% owned and controlled by U.S. citizens, a Community Development Corporation, an agricultural cooperative, a Native Hawaiian organization, or an Indian tribe
- Have its principal office located in a HUBZone
- Have at least 35% of its employees live in a HUBZone

You can find the full qualification criteria in Title 13 Part 126 Subpart B of the Code of Federal Regulations (CFR).

You can also get a preliminary assessment of whether you qualify at the SBA's Certify website.

**Benefits**

- The government limits competition for certain contracts to businesses in historically underutilized business zones. It also gives preferential consideration to those businesses in full and open competition.
- Joining the HUBZone program makes your business eligible to compete for the program's set-aside contracts. HUBZone-certified businesses also get a 10% price evaluation preference in full and open contract competitions.
- HUBZone-certified businesses can still compete for contract awards under other socio-economic programs they qualify for.

**How to Apply**

Before you can participate in the HUBZone program, you must be certified by the SBA. Take these steps to get HUBZone certified.

1. Make sure you have a SAM.gov account.
2. Make sure you have a General Login System account.
3. Apply for HUBZone certification using the General Login System. Log in, select “Access” and then “HUBZone” before completing the prompts.
4. Check your email for time-sensitive instructions to electronically verify your application within 10 business days.
5. Submit all requested supporting documentation within 10 business days; your submission cannot be assigned for eligibility review until all required documents are submitted.
6. Update your SAM.gov profile to indicate you are a HUBZone business after you get an email confirmation from the SBA.

Read the instructions from the General Login System carefully to make sure you provide all the necessary information.

You will be required to submit different supporting documentation based on your ownership structure:
- Corporations must be prepared to submit documents described in the Corporation Document Request.
- Sole Proprietors must be prepared to submit documents described in the Sole Proprietor Document Request.
- Partnerships must be prepared to submit documents described in the Partnership Document Request.
- LLCs must be prepared to submit documents described in the LLC Document Request.
**LGBT Owned Business**

A business that is at least 51% owned and operated by a LGBT (lesbian, gay, transgender, bisexual) person(s).

**Eligibility**

A business that is at least 51% owned and operated by a LGBT (lesbian, gay, transgender, bisexual) person(s).

**Benefits**

You'll have access to the full network of National LGBT Chamber of Commerce (NGLCC) which features more than 200 corporate and government partners expressly looking to do business with certified LGBT companies.

**How to Apply**

https://www.nglcc.org/get-certified

**Hog Procurement Definitions**

**Large Business Family Owned**: Family-owned business, with more than $0.75 million average annual revenue, which is a commercial organization in which decision making is influenced by multiple generations of a family, related by blood or marriage or adoption, who can influence the vision of the business.

**Large Business Non-Family**: Non-family-owned business, with more than $0.75 million average annual revenue, which is a commercial organization.

**Small Business Family Owned**: Family-owned business, with less than $0.75 million average annual revenue, which is a commercial organization in which decision making is influenced by multiple generations of a family, related by blood or marriage or adoption, who can influence the vision of the business.

**Small Business Veteran Owned**: A business, with less than $0.75 million average annual revenue, which is at least 51% owned by one or more veteran, who controls and operates the business. Control in this context means exercising the power to make policy decisions and operate means to be actively involved in the day-to-day management of the business. The term “veteran” (38 U.S.C. '101(2)) means a person who served in the active military, naval, or air service, and who was discharged or released.

**Website Resource Information**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>RESOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minority Owned</td>
<td><a href="https://nmsdc.org/">https://nmsdc.org/</a></td>
</tr>
<tr>
<td>Category</td>
<td>Website/Links</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Women’s Business Enterprise National Council</td>
<td><a href="https://www.wbenc.org/">https://www.wbenc.org/</a></td>
</tr>
<tr>
<td>Veteran Owned</td>
<td><a href="https://federal.famr.us/veteran-owned-business">https://federal.famr.us/veteran-owned-business</a></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.inc.com">www.inc.com</a></td>
</tr>
<tr>
<td>Small Business</td>
<td><a href="https://certify.sba.gov">https://certify.sba.gov</a></td>
</tr>
<tr>
<td>Small Disadvantaged Business</td>
<td><a href="https://www.sba.gov/sdb">www.sba.gov/sdb</a></td>
</tr>
<tr>
<td></td>
<td>ACQ Notes</td>
</tr>
<tr>
<td>HUBZone</td>
<td><a href="https://www.sba.gov/hubzone">https://www.sba.gov/hubzone</a></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.unitedstatesbusinessregistration.us/hubzone-certification/">https://www.unitedstatesbusinessregistration.us/hubzone-certification/</a></td>
</tr>
<tr>
<td>LGBT Owned</td>
<td><a href="https://www.nglcc.org/">https://www.nglcc.org/</a></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.uschamber.com/co/start/strategy/how-to-become-a-certified-lgbt-business">https://www.uschamber.com/co/start/strategy/how-to-become-a-certified-lgbt-business</a></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.nglcc.org/get-certified">https://www.nglcc.org/get-certified</a></td>
</tr>
</tbody>
</table>