

Commonwealth of Kentucky
SMALL BUSINESS CONNECTION
 Government Agency/School/Large Business Registration

This form identifies the information needed to register a government agency, school, or large business as a buying entity in the Commonwealth of Kentucky SMALL BUSINESS CONNECTION Buyer Database. Registration as a buying entity indicates your interest in promoting contracting opportunities with small businesses in Kentucky. You may want to print this form and collect the information prior to registering at www.kentucky.gov/sbc. For registration assistance, call (800) 626-2250 or email cedsbds@ky.gov. If you want the Kentucky Cabinet for Economic Development to enter this registration information for you, email this form to cedsbds@ky.gov, fax to (502) 564-3256, or mail to Kentucky Cabinet for Economic Development, Small Business Services Division, Old Capitol Annex, 300 West Broadway, Frankfort, KY 40601.

* indicates mandatory information; all other information is optional

| Field | Value |
|---|-------|
| <p>* Organization Name List the organization name exactly as you want it to be displayed.</p> | |
| <p>*Username Create a username (minimum of 6 characters/maximum of 32 characters).</p> | |
| <p>*Password Create a password (minimum of 7 characters/maximum of 20 characters; at least one character must be a number).</p> | |
| <p>*Primary Email Address Provide an email address that will be the primary administrative contact for your SMALL BUSINESS CONNECTION buyer registration. We will use this email address to update you with important information regarding your registration. This email address will not be publicly displayed.</p> | |
| <p>*Mailing Address Enter your organization's primary mailing address (street or PO Box, city, state, zip) for businesses interested in potential contracting opportunities with your organization.</p> | |
| <p>*Phone Number Format: 555-555-5555</p> | |
| <p>*County Enter the county where your principal office is located.</p> | |

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| <p>*Primary Contact Person for Contracting Opportunities Enter the name of the person in your organization that small businesses should contact regarding potential contracting opportunities.</p> | |
| <p>*Primary Contact Person's Email Enter the primary email address where small businesses should send inquiries regarding doing business with your organization. This email address will be publicly viewable unless you tell us that you don't want it to be publicly displayed.</p> | |
| <p>Website Format: www.example.com (if you have a specific website for vendors/suppliers, we recommend that you list the web address for that page)</p> | |
| <p>*Description of Your Organization Maximum 500 characters. Provide a clear, concise overview of what your organization does. List the primary types of products and/or services that your organization buys.</p> | |
| <p>NIGP Codes Enter up to 500 National Institute of Government Procurement (NIGP) codes that identify the products and services that your organization buys. These codes are VERY IMPORTANT to help describe the products and services purchased by your organization. We will use these codes to help identify/match small businesses that can supply the products and services that you buy. Enter 5-digit NIGP codes. A keyword searchable NIGP code listing is available online at</p> | |

<http://eprocurement.ky.gov> (click on the 'Commodity Class Codes and Descriptions' link. (The list is in Microsoft Excel format; choose 'Find & Select' to search by keyword). If you prefer, you can email your list of NIGP codes to cedsbds@ky.gov. Or, if you provide a list of the items your organization buys, we will identify the appropriate NIGP codes. To learn more about NIGP codes, go to <https://secure.kentucky.gov/sbc/learnmore.aspx?Anchor=MOVENPG#MOVENPG>.

***Name of Person Submitting This Information**

Enter the name of the person we should contact if we have questions about any of the information on this form.