

# Commonwealth of Kentucky SMALL BUSINESS CONNECTION Vendor Registration

This form identifies the information needed to register a small business in the Commonwealth of Kentucky SMALL BUSINESS CONNECTION Vendor Database. We recommend you print this form and collect the information prior to registering at <https://secure.kentucky.gov/sbc/>. For assistance, call (800) 626-2250 or email [cedbsbd@ky.gov](mailto:cedbsbd@ky.gov).

If you want the Kentucky Cabinet for Economic Development to enter your registration information for you, email this form to [cedbsbd@ky.gov](mailto:cedbsbd@ky.gov), fax to (502) 564-7697, or mail to Kentucky Cabinet for Economic Development, Office of Entrepreneurship, Old Capitol Annex, 300 West Broadway, Frankfort, KY 40601.

Note: registration in the SMALL BUSINESS CONNECTION Vendor Database is not the same as registering in the Commonwealth of Kentucky’s Vendor Self Service (VSS) at <https://emars.ky.gov/webapp/vsonline/AltSelfService>. VSS is the official vendor registration site for all firms (large or small, in-state or out-of-state) that want to do business with the Commonwealth of Kentucky. The SMALL BUSINESS CONNECTION Vendor Database is a supplemental database operated by the Kentucky Cabinet for Economic Development that is designed exclusively for small businesses located in Kentucky. Your business must be considered small (by [U.S. Small Business Administration size standards](#)) and you must have a physical business location in Kentucky to register in this database.

\* indicates mandatory information; all other information is optional.

| Field  | Value   |                                    |                                     |                                 |                              |                                     |  |
|--|---|------------------------------------|-------------------------------------|---------------------------------|------------------------------|-------------------------------------|--|
| <p><b>*Username</b><br/>Create a username (minimum of 6 characters/maximum of 32 characters).</p>  |   |                                    |                                     |                                 |                              |                                     |  |
| <p><b>*Password</b><br/>Create a password (minimum of 7 characters/maximum of 20 characters; at least one character must be a number).</p>   |   |                                    |                                     |                                 |                              |                                     |  |
| <p><b>*Business Name</b><br/>List the name exactly as you want it to be publicly displayed.</p>  |   |                                    |                                     |                                 |                              |                                     |  |
| <p><b>*Primary Registrant Email address</b><br/>Provide an email address that will be the primary administrative contact for your SMALL BUSINESS CONNECTION vendor 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><b>*Business Category</b><br/>Select only one <b>primary</b> business category from the 5 choices listed:</p>   | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="radio"/> Construction</td> <td style="width: 50%;"><input type="radio"/> Manufacturing</td> </tr> <tr> <td><input type="radio"/> Wholesale</td> <td><input type="radio"/> Retail</td> </tr> <tr> <td><input type="radio"/> Service/Other</td> <td></td> </tr> </table> | <input type="radio"/> Construction | <input type="radio"/> Manufacturing | <input type="radio"/> Wholesale | <input type="radio"/> Retail | <input type="radio"/> Service/Other |  |
| <input type="radio"/> Construction   | <input type="radio"/> Manufacturing   |                                    |                                     |                                 |                              |                                     |  |
| <input type="radio"/> Wholesale  | <input type="radio"/> Retail  |                                    |                                     |                                 |                              |                                     |  |
| <input type="radio"/> Service/Other  |   |                                    |                                     |                                 |                              |                                     |  |

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|---|--|
| <p><b>Commonwealth of KY Vendor #</b><br/> Enter your Commonwealth of KY vendor number if your business is registered in the state's <a href="#">Vendor Self Service (VSS) system</a>. This number begins with VS or VC; leave blank if unknown.</p>  |  |
| <p><b>*Phone Number</b><br/> Format: 555-555-5555</p>   |  |
| <p><b>*County</b><br/> Enter the county in Kentucky where the business is located.</p>  |  |
| <p><b>Website</b><br/> Format: www.example.com</p>  |  |
| <p><b>*Description of Company's Products, Services, Capabilities and Experience</b><br/> Maximum 500 characters. Provide a clear, concise explanation of what your business does. List specific types of products and/or services. You can list special equipment, capabilities, awards, work performed, business references, etc. This field is keyword searchable by government agencies, schools, and large businesses looking for small business vendors, so choose words that someone might use to search for your type of business. This field is VERY IMPORTANT. Providing good information in this field will make it easier for government agencies and businesses to find you in our searchable database at <a href="https://secure.kentucky.gov/sbc/">https://secure.kentucky.gov/sbc/</a></p> |  |
| <p><b>*Primary Contact Person for Potential Sales</b><br/> If a government agency, school, or business wants to do business with you, who should they contact?</p>  |  |
| <p><b>*Primary Email Address for Potential Sales</b><br/> If a government agency, school, or business wants to do business with you, what email address should they use? This email address will be publicly viewable unless you tell us that you don't want it to be displayed.</p>  |  |
| <p><b>*Mailing Address</b><br/> Enter the complete business mailing address (street or Post Office Box, city, state, zip code).</p>   |  |
| <p><b>*Physical/Street Address</b><br/> Enter the complete street address of the business (no Post Office Boxes). If the street address and the business mailing address listed above are the same, enter 'SAME'.</p>   |  |

**\*Business Categories and Certifications**

Identify **ALL** of the business categories and certifications listed here that apply to your business. A description of each category/certification can be found at <https://secure.kentucky.gov/sbc/businessdefinitions.aspx>.

The first six categories indicate self-certification. Self-certification means that you (the business owner) have read the corresponding definition and are certifying that your business meets the definition. To register as a small business in our vendor database, at a minimum you must self-certify that your business is a small business according to the U.S. Small Business Administration (SBA) definition (the first selection on the list).

The final **fourteen** categories indicate third-party certification. Third-party certification means that your business holds an official, current certification from an independent third-party organization (such as a government agency or recognized private non-profit organization) that has reviewed your business and formally acknowledged that you meet the qualifying criteria to be certified by their organization.

- Self-certified Small Business meeting U.S. Small Business Administration (SBA) definition
- Self-certified Small Business with no more than 50 full-time employees at all locations
- Self-certified Women-owned Business/Women’s Business Enterprise (WOB/WBE) meeting SBA definition
- Self-certified Small Disadvantaged Business (SDB) meeting SBA definition
- Self-certified Veteran-owned Small Business (VOSB)
- Self-certified Service-disabled Veteran-owned Small Business
- Disadvantaged Business Enterprise (DBE) certified by KY Transportation Cabinet or a comparable state-level transportation agency in another state
- Handicapped Business Enterprise (HBE) certified by the Louisville Metro Human Relations Commission**
- HUBZone small business certified by the U.S. SBA
- 8(a) disadvantaged business certified by the U.S. SBA
- Minority Business Enterprise (MBE) certified by the Tri-State Minority Supplier Development Council or an affiliated NMSDC
- Minority Business Enterprise (MBE) certified by the Commonwealth of Kentucky program operated by the Finance & Administration Cabinet’s Office of EEO and Contract Compliance
- Minority Business Enterprise (MBE) certified by the Louisville Metro Human Relations Commission
- Minority Business Enterprise (MBE) certified by a government agency or third-party organization not listed above
- Service Disabled Veteran Owned Small Business Enterprise (SDVOSB) certified by the Commonwealth of Kentucky program operated by the Finance & Administration Cabinet’s Office of EEO and Contract Compliance**
- Women’s Business Enterprise (WBE) certified by the Women’s Business Enterprise National Council (WBENC)
- Women’s Business Enterprise (WBE) certified by the National Women Business Owners Corporation (NWBOC)
- Women’s Business Enterprise (WBE) certified by the Commonwealth of Kentucky program operated by the Finance & Administration Cabinet’s Office of EEO and Contract Compliance
- Women’s Business Enterprise (WBE)/Female Business Enterprise (FBE) certified by the Louisville Metro Human Relations Commission

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|---|---|
|   | <p>O Women’s Business Enterprise (WBE)/Women-owned Business (WOB) certified by a government agency or third-party organization not listed above</p>             |
| <p><b>NAICS Codes</b><br/> Enter up to 10 North American Industry Classification System (NAICS) codes that identify the products and services sold by your business. Enter 6-digit NAICS codes. A keyword searchable NAICS code listing can be found at <a href="http://www.census.gov/eos/www/naics/">http://www.census.gov/eos/www/naics/</a> or leave blank if you want the Kentucky Cabinet for Economic Development to determine codes for you.</p>  |   |
| <p><b>NIGP Codes</b><br/> Enter up to 50 National Institute of Government Procurement (NIGP) codes that identify the products and services sold by your business. Enter 5-digit NIGP codes. A keyword searchable NIGP code listing is available at <a href="http://finance.ky.gov/services/eprocurement/Pages/doingbusiness.aspx">http://finance.ky.gov/services/eprocurement/Pages/doingbusiness.aspx</a> (click on the ‘Commodity Class Codes and Descriptions’ heading’ ). This document is in Microsoft Excel format; select “find &amp; select” to search by keyword, or leave this field blank if you want the Kentucky Cabinet for Economic Development to determine codes for you. <del>If you don’t have Microsoft Excel software on your computer, you will need the free Excel viewer software to access this document. You can download the free viewer at <a href="http://www.microsoft.com">www.microsoft.com</a> (type “Excel viewer download” in the search box).</del></p> |   |
| <p><b>*Majority Owner Name and Certification</b><br/> The majority owner of the business must be identified by name and certify that, to the best of his/her knowledge and belief, information provided in the registration process is a true and accurate representation of the business, and that any intentional false misrepresentation will result in removal from our database.</p>   | <p>_____ Yes, I hereby certify</p> <hr/> <p>Printed name of majority owner</p> <hr/> <p>Signature of majority owner <span style="float: right;">Date</span></p> |