

Thank you for supporting the Indiana Department of Natural Resources!

DNR is committed to the wise use of the state’s resources and our tax dollars. To that end, as directed by State of Indiana procurement laws and Indiana Department of Administration (IDOA) policy, all entities (“vendors”) conducting business with DNR must be registered before we can create a purchase order or make a payment. Vendor registration must be completed by the awarded vendor *before* DNR can finalize a solicitation or contract.

WE GET IT: Doing business with the State can seem overwhelming! To save you some time, here’s a brief outline of what’s required to become a registered state vendor:

REQUIREMENT		DETAIL
1	AUDITOR OF STATE (AOS) VENDOR DATABASE	AOS Vendor Database Registration is free. COMPLETE THESE TWO FORMS found online at https://www.in.gov/auditor/924.htm : 1) <i>Request for Taxpayer Identification Number and Certification</i> (IRS W-9, October 2018 version); and 2) <i>Automated Direct Deposit Authorization Agreement</i> (State Form 47551; R7/5-18 version) Submit forms to your DNR contact person listed below, OR email them to DNRVendorForms@dnr.in.gov . (Please use only one option.)
	<i>Required for all direct deposit payments (regardless of amount) to new vendors; former vendors with inactive accounts; or current/active vendors with changes (e.g. address, business name, bank account).</i>	
2	IDOA BIDDER PROFILE REGISTRATION	Registration is free and assigns each vendor a unique ID used by DNR to select them for all future purchase orders and payments. Perform your one-time registration online at https://www.in.gov/idoa/2464.htm . (Full disclosure: IDOA’s Bidder Registration system can logout after periods of inactivity and be slightly difficult to navigate. Keep your password handy!) Detailed information about registration can be viewed at the IDOA Vendor and Supplier Resource Center at https://www.in.gov/idoa/3106.htm .
	<i>To receive a purchase order (\$500 or more), vendors must have an IDOA Bidder Profile, even if not technically “bidding” on anything.</i>	
3	SECRETARY OF STATE (SOS) BUSINESS REGISTRATION	Indiana businesses are likely already registered. Out-of-State vendors may need to register and/or secure an Indiana agent. Vendors may not need to register for one-time purchases. Initial registration costs \$90, with a \$30 fee every two years to remain current. Contact the SOS for detailed advice. Registration is performed online at https://inbiz.in.gov/BOS/Home/Index . Start by conducting a “Business Search” to see if you are already registered.
	<i>Except for Sole Proprietorships and General Partnerships, vendors must register per IC 23-1-49-1 to receive a purchase order (\$500 or more).</i>	
4	TAX CLEARANCES	Vendors must be current with all tax payments to the Indiana Department of Revenue and the Indiana Department of Workforce Development. Contact DOR at https://www.in.gov/dor/ and DWD at https://www.in.gov/dwd/ directly for advice and assistance. DNR cannot provide tax advice or tax-related information.
	<i>DNR cannot issue a purchase order (\$500 or more) to any vendor who owes taxes to the State of Indiana.</i>	

Information about other state bidding opportunities, vendor responsibilities, purchasing definitions, and more is available through IDOA’s Vendor and Supplier Resource Center at <https://www.in.gov/idoa/3106.htm>.

ASK FOR HELP! Your success is our success! Please ask for additional help if needed. Here’s how to reach your DNR contact person:

Name _____ Email _____ Phone _____

We truly appreciate your partnership with DNR!