

Thank you for supporting the Department of Natural Resources!

DNR is committed to the wise use of the state's resources *and* our tax dollars.

As directed by State of Indiana procurement laws and Indiana Department of Administration (IDOA) policy, all entities ("suppliers") conducting business with DNR must be registered before we can finalize a solicitation award, create a purchase order, execute a contract, or make a payment.

WE GET IT: Doing business with the State can seem overwhelming.

Assistance is available through IDOA's *Vendor and Supplier Resource Center* at <https://www.in.gov/idoa/3106.htm>.

You'll also find registration forms and links, as well as detailed information on State bidding opportunities, purchasing terminology, supplier responsibilities, technical support, and more.

Communicating with DNR is easy.

Because DNR divisions and properties make their own procurement decisions, communicating directly with them about your products and services is best. Contact information is available on DNR's website at <https://www.in.gov/dnr/>.

Additionally, the DNR Division of Purchasing is happy to distribute electronic information on your behalf. Feel free to email your request to DNRPurchase@dnr.in.gov.

REGISTRATIONS TO BE A STATE SUPPLIER

1. Auditor of State (AOS)

Required for all suppliers, payments, and dollar amounts.

Complete the two forms listed below to create a new account, update an inactive account, or modify information on an existing account (e.g. address, bank account, business name). Submit completed forms to your DNR contact person OR email them directly to DNRVendorForms@dnr.in.gov.

- **Request for Taxpayer Identification Number and Certification** (IRS W-9, October 2018)
- **Automated Direct Deposit Authorization Agreement** (State Form 47551; R7/5-18)

2. IDOA Bidder Profile

Required for purchases costing \$1,500 or more and creation of a purchase order, grant, or contract, even if not technically "bidding" for anything. Upon registration, suppliers receive a unique ID which allows DNR to select them for purchase orders and payments. Suppliers can also complete information in their Bidder Profile to identify to the State what kind of business they are or products they sell.

3. Secretary of State (SOS) Business Registration

Except for Sole Proprietorships and General Partnerships, suppliers must register per IC 23-1-49-1 for purchases costing \$1,500 or more and creation of a purchase order, grant, or contract. Suppliers may not need to register for a one-time purchase.

Indiana businesses are likely already registered. Out-of-state suppliers may need to register and/or secure an Indiana agent. Initial registration costs \$90, with a \$30 fee every two years to remain current. Contact the SOS for detailed advice.

4. Tax Clearances

DNR cannot issue a purchase order to or execute an agreement with a supplier who owes taxes to the State of Indiana. Suppliers must be current with all tax payments to the Indiana Department of Revenue (<https://www.in.gov/dor/>) and the Indiana Department of Workforce Development (<https://www.in.gov/dwd/>). DNR cannot provide tax-related information or advice.