COMMODITY CODE NOTIFICATION OF CHANGE

STATE OF NORTH DAKOTA

SFN 54308 (1-2008)

FOR REGISTRY USE ONLY

☐ Approved ☐ Rejected	Date
Name	Vendor Number

COMPLETE, SIGN AND MAIL OR FAX

In compliance with the Federal Privacy Act of 1974, the disclosure of the applicant's social security number on this form is mandatory if it is provided in lieu of a Federal Employer Identification Number (FEIN). When submitted, the social security number will be used for identification **only** and will not be disclosed to the public.

1. Vendor Information

*Firm's Legal Name	*Doing Business as (D.B.A.) or Also Known As (A.K.A.)
*Federal Employer Identification Number Or	Social Security Number

2. *Address Information

Bid/Solicitation Address 1	Bid/Solicitation Address 2		
Bid/Solicitation Address 3	City	State	Zip Code
Bid/Solicitation Email Address	Bid/Solicitation Fax Number		

3. Commodity Code Changes:

** Please indicate changes only. Do not repeat codes currently registered. Indicate the Commodity Class(es) and Subclass(es) below for those items that you wish to receive solicitations and submit responses for. Refer to this web site http://web.apps.state.nd.us/csd/spo/services/bidder/listAllCommodities.htm to obtain the commodity classes required below.

Add or Delete the Following Codes

Add 5-digit Code	Add 5-digit Code	Add 5-digit Code	Add 5-digit Code	Delete 5-digit Code	Delete 5-digit Code	Delete 5-digit Code	Delete 5-digit Code

Affidavit

By completing, signing, and filing this request, the vendor: (1) appoints the ND Secretary of State as its true and lawful agent or service of process in this state upon whom may be served all lawful process in any action or proceeding against the vendor if the vendor or its registered agent cannot be found for service of process in this state (Ref. NDCC 54-44.4-09); (2) certifies that the person signing this document is a duly authorized officer of this company and that the information given above is current and true to the best of their knowledge and in no way misleading; (3) ensures that correct information will be immediately forwarded to the Vendor Registry should any data change in the future.

*Signature (Required)

*Signature	*Date
*Please type or print the name of the person signing above	*Title

Commodity Code Notification of Change Instructions

The following instructions are to assist in the completion of the ND Vendor Registry Bidder's List Application. Asterisked (*) sections or items are mandatory and require completion. Sections or items that have no asterisk are optional. Mandatory sections or items that are not filled in constitute an incomplete application that will be returned to the Vendor applicant.

Placement on the bidders list does not guarantee a vendor will receive notice of every solicitation over the amount established for small purchases (N.D.A.C. Section 4-12-05-01).

1. Vendor Information:

a. *Firm's Legal Name: Fill in the legal name of your firm that corresponds to your Federal ID Number. If this is a change, please state both the previous and new name.

b. *Doing Business as (D.B.A.) or also known as (A.K.A.): If your firm operates under another name, state it here.

c. *Federal Employer Identification Number or Social Security Number: Fill in with one number or the other, but not both.

2. Address Information:

a. *Bid/Solicitation Address Information: Enter the address where you would like your solicitations sent.

b. Bid/Solicitation Email Address: Enter the email address where you would like the solicitations sent. Please use a general email for your company.

3. Commodity Code Changes: Please indicate the changes only. Do not repeat codes currently on your vendor record. Please check your bidder record prior to completing this form. See below for navigation.

Bidder Record. The navigation to find your bidder record is http://www.nd.gov/spo/>Bid Opportunities>Bidder Services Main Menu>Bidder.

If you need to add or delete commodity codes, please enter the information on this form. Stated below is the navigation to review the commodity codes.

Commodity Codes. The navigation to select commodity codes is http://www.nd.gov/spo/>Bid Opportunities>Bidder Services Main Menu>Commodity Code (Search by Keyword or Commodity) or List All Commodity Codes. Below are the definitions of the two searches:

Commodity Code (Search by Keyword or Commodity) - This search will bring up all types of commodity attached to a keyword.

List of all Commodity Codes - This is a more limited search. This search requires the user to review a listing and select a three-digit code to view the subclasses.

If you would prefer to do this process on-line, please us the following navigation:

On-line Registration. http://www.nd.gov/spo/>Bid Opportunities>Bidder Services Main Menu>Request Authorization>Register Now.

4. *Signature: It is mandatory that this request be authenticated by signature and by (the same) typed or printed name of a duly authorized officer of the company. The form will be returned if not authenticated accordingly.

Questions can be directed to 701-328-2683 or email spovendor@state.nd.us

Mail or Fax to: State Procurement Office
Vendor Registry
14th Floor Capitol Tower
600 East Boulevard Ave Dept 012
Bismarck ND 58505-0310
Fax: (701) 328-0108
(701) 328-2683