



Dakota County Supplier Registration Form

Date: _____ Type of Request: New Registration Update Existing Registration

Requested by (Name/Title): _____

I/we certify that the information provided in this form is true and correct.

Supplier Information

Supplier Name: _____

DBA (if applicable): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Description of Products and/or Services provided: _____

Payment Remittance Information

Payee Contact Name/Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Purchase Order Information (if applicable)

Purchasing Contact Name/Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Contract Information (if applicable)

Contract Contact Name/Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Forms and Certificates

W9 Form Attached (Required) Certificate of Insurance Liability Attached (if applicable)

Submission Instructions

RETURN THIS FORM AND W9 TO: Email: PEID@co.dakota.mn.us or FAX: 651-438-4603

Dakota County does not maintain a listing for potential Suppliers. Visit the Dakota County website to view current bids and solicitations: <https://www.co.dakota.mn.us/Government/DoingBusiness/Purchasing/Pages/default.aspx>

Revision 04/20/2023

SUPPLIERS: RETAIN THE FOLLOWING INFORMATION FOR YOUR FILES, RECORDS and REFERENCE

Setting Up Accounts for Dakota County Governmental Departments and Offices

BACKGROUND:

Each Dakota County Department/Office has the responsibility to review and approve payments for invoices received.

Note: Suppliers must send their invoice to the department or office specified on the County's Purchase Order/Contract. Invoice payment will be delayed if the department/office name (and/or purchase order number) is not referenced on correspondence, packing slip and invoices.

Please use the following information when setting up Dakota County Departments or Offices with a corporate account.

NEW ACCOUNT FOR: GOVERNMENT, LOCAL

NAME: COUNTY OF DAKOTA – (Department/Office name as provided on Purchase Order.)

BILLING/SHIPPING ADDRESS: Department/Office address as provided on Purchase Order.

LOCATION: Department/Office location as provided on Purchase Order

AUTHORIZED PURCHASERS:

- All Purchases: Purchase order is **REQUIRED**.
- **Emergency Verbal Orders:** Carla Skog - Procurement Manager: (651) 438-4527
- Main Office number: (651) 438-4585

PURCHASE ORDER REQUIRED: Yes - unless specifically exempted.

TERMS: NET 35 DAYS – per Minnesota State Statue unless special prompt payment discounts are provided by supplier.

TAX EXEMPT: As of January 2014, MN County Governments are tax exempt. You may download the ST-3 certificate and the County W-9 form from our website: <https://www.co.dakota.mn.us/Government/DoingBusiness/Purchasing>

FEDERAL TAX I.D. NUMBER: 41-6005786

STATE TAX I.D. NUMBER: 8026539

ACCOUNT TYPE: GOVERNMENT

CONTACTS:

Primary: Initial contact should be with department shown on purchase order.

Secondary: Procurement Manager or Buyer(s).

BANK REFERENCE: Wells Fargo Bank MN, N.A.

TRADE REFERENCES:

- Innovative Office Solutions, 151 E Cliff Rd STE 40, Burnsville, MN 55337
- Now Micro, 1645 Energy Park Dr, STE 200, Saint Paul, MN 55108
- Grainger, 345 Plato Blvd E, Saint Paul, MN 55107