

Southwest Gas Representative Contact Information:

Name _____
 Division & Dept _____
 Email _____
 Phone _____

SUPPLIER PROFILE

*This form must be completed in its entirety; if not applicable, enter N/A.
 A current sample invoice and latest version of IRS form W-9 (W-8 for foreign) must be provided.*

Company / Entity Information

Name (as shown on your income tax return) _____

Business Name / Trade Name or Registered *DBA _____

Check here if *Disregarded Entity

List any additional DBAs / *AKAs / Names _____

Business Address _____

Street Address _____ City _____ State _____ Zip Code _____

Country _____ Phone _____ Email Address _____

Contact _____

Name _____ Title _____ Phone _____ Email Address _____

Are you aware of any business or personal relationship (i.e., family, friendships, financial, social) between Supplier/Owner/Entity and a Southwest Gas Corporation (SW) or Great Basin Transmission Company (GBT) employee?

No Yes, provide name(s) _____

Payment Information

Remittance Address (must match invoice, paper checks only)

Address Line 1 _____

Address Line 2 _____

City _____

State _____ Zip Code _____ Country _____

Purchasing / Other Information

Order Email _____

*Payment Terms _____

*Freight Terms _____

*F.O.B. _____ Destination _____

Industry Information

D-U-N-S Number _____ State of Incorporation _____

SIC / NAICS Code(s) _____ # of Employees _____

Product / Service Information

Provide*Line Card, or list Product(s) / Service(s) provided here:

State Sales Tax License Information

Provide the state-issued License Number(s) if you have a license to collect SALES TAX in AZ, CA, and/or NV; Type N/A if none:

Arizona _____ California _____ Nevada _____

*Diverse Suppliers Information (If agency-certified, attach a copy of your certificate(s))

Please check all applicable business enterprise category(ies) or select N/A

N/A

Minority: African American Asian Pacific American Hispanic American Native American

LGBT Disabled Veteran Women Persons with Disabilities Other Groups/Individuals _____

Each of the above answers is true to the best of my knowledge.

Prepared By _____ Title _____

Authorized Signer Name _____ Authorized Signature _____ Title _____ Date _____

Code of Business Conduct & Ethics

Supplier and Supplier Personnel will not engage in any action or inaction that would induce or cause any Company employee to violate the Company's Code of Business Conduct & Ethics ("Code") located at <https://www.swgas.com/code-of-business-conduct-and-ethics>. The term "Supplier" shall be given its broadest meaning and shall include any vendor, contractor, subcontractor or any other such provider of services and/or products to Southwest.

*See page 2 for definitions



***Definitions**

DBA (Doing Business As):	This should be the same as the name on your company invoice.
Disregarded Entity	A disregarded entity is a business entity that is disregarded as an entity separate from its owner for Federal income tax purposes. See IRS form W-9 / W-8 instructions if further information is required.
AKA (Also Known As)	If your company is known by another name
Payment Term Examples:	<p>"Net 30 Days" - 100% due in 30 Days</p> <p>"2% 10 / Net 30" - Supplier will extend a 2% discount if payment is received within 10 days of the invoice date, or 100% due in 30 days</p> <p>"2% 10th Prox" - Supplier will extend a 2% discount if payment is received on or before the 10th of the following month</p>
Freight Term Examples:	<p>"Prepaid and Allow" - Supplier incurs all freight charges</p> <p>"Prepaid and Add" - Freight charges are paid by the supplier and then collected from the purchaser by adding the amount of the freight charges to the invoice.</p>
F.O.B. (Free On Board):	Establishes a contractual arrangement in which title is transferred between supplier and purchaser. For example, F.O.B. Destination means title of goods transfers from the supplier to the purchaser at the destination point.
Line Card:	A printed brochure that lists the names, descriptions, and manufacturers of products sold by your company.
Diverse Suppliers:	<i>For the purpose of Southwest's Supplier Diversity Program, the following definitions shall apply:</i>
Minority business enterprise	<p>(1) A business enterprise (a) that is at least 51 percent owned by a minority individual or group(s); or (b) if a publicly owned business, at least 51 percent of the stock of which is owned by one or more minority groups, and</p> <p>(2) whose management and daily business operations are controlled by one or more of those individuals. Minority includes, but it is not limited to, African Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, and other groups, as defined herein.</p>
African American Person	A person having origins in black racial groups of Africa.
Hispanic American Person	A person of Mexican, Puerto Rican, Cuban, South or Central American, Caribbean, and other Spanish culture or origin.
Native American Person	A person having origins in any of the original peoples of North America or the Hawaiian Islands, in particular, American Indians, Eskimos, Aleuts, and Native Hawaiians.
Asian Pacific American Person	A person having origins in Asia or the Indian subcontinent, including, but not limited to, persons from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, India, Pakistan, and Bangladesh.
Women business enterprise	<p>(1) A business enterprise (a) that is at least 51 percent owned by a woman or women; or (b) if a publicly owned business, at least 51 percent of the stock of which is owned by one or more women, and</p> <p>(2) whose management and daily business operations are controlled by one or more of those individuals.</p>
Disabled Veteran business enterprise	<p>A disabled veteran business enterprise, or DVBE. To qualify as a DVBE, it must be certified that the business concern meets all the following requirements:</p> <p>(1) It is a sole proprietorship at least 51 percent owned by one or more disabled veterans or, in the case of a publicly-owned business, at least 51 percent of its stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation, but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.</p> <p>(2) The management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business concern, and</p> <p>(3) It is a sole proprietorship, corporation, or partnership with its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.</p> <p>Note - California Disabled Veteran Business Enterprises are certified by the California State Department of General Services, Office of Small Business Certification and Resources.</p>
LGBT business enterprise	(1) A business enterprise (a) that is at least 51 percent owned by a lesbian, gay, bisexual, or transgender person or persons or (b) if a publicly owned business, at least 51 percent of the stock of the parent corporation is owned by one or more lesbian, gay, bisexual, or transgender persons; and (2) whose management and daily business operations are controlled by one or more of those individuals.
Persons with Disabilities	<p>(1) A business enterprise (a) that is at least 51 percent owned by a person or persons with a disability or (b) if a publicly owned business, at least 51 percent of the stock of which is owned by one or more persons with a disability; and</p> <p>(2) whose management and daily business operations are controlled by one or more of those individuals.</p>
Other Groups and Individuals	Persons found to be disadvantaged by the U.S. Small Business Administration pursuant to Section 8(a) of the Small Business Act as amended [15 U.S.C. 637 (a)], or the U.S. Secretary of Commerce pursuant to Section 5 of Executive Order 11625.

For certification questions, please contact the Supplier Diversity Department at (800) 791-5455.