



# Bank of America Supplier Registration Guide

U.S. and Non U.S. Prospective Suppliers

This user guide is intended for prospective suppliers that wish to introduce their company's products or services to Bank of America. If you have questions about the supplier registration process, please contact the help desk at the phone number listed in the Contact Information.

## Introduction

In order to provide information about a company's products or services to Bank of America, prospective suppliers first must be registered. To complete the bank's online registration, suppliers must provide information about their company, acknowledge that Bank of America uses the Ariba Network to facilitate purchase order and invoicing transactions and accept Terms and Conditions.

The purpose of this user guide is to provide prospective suppliers with step-by-step instructions about how to register with Bank of America. Detailed instructions along with screen shots are provided to lead you through each step. Completing the registration process does not guarantee your company will receive a request to bid and/or a contract from Bank of America, nor does it imply that your company has any type of procurement relationship with Bank of America, either now or in the future.

If you have questions about Bank of America's supplier registration process, you may contact the help desk at 1.888.550.6433 and select option 4, then option 1.

Current help desk hours are:

- Monday through Thursday: 8:30 a.m. to 6:30 p.m. Eastern
- Friday: 8:30 a.m. to 5 p.m. Eastern

In EMEA and APAC regions, please send an email with your question(s) and a screenshot, if possible, to [SupplierRegistration@bankofamerica.com](mailto:SupplierRegistration@bankofamerica.com).

## Registering with Bank of America

### *Screen 1: US and Non U.S. Suppliers*

1. Log on to Bank of America's [Supplier Relations website](#).
2. There are two screens to complete before submitting your registration.
  - The first screen collects D-U-N-S® number and contact information. The second screen is different and is broken up into two sections in this user guide: "Screen 2: US Registration" and "Screen 2: Non U.S. Registration."

**Note:** Fields that are marked with a red asterisk indicate that they are mandatory fields.



## Supplier D-U-N-S # and Contact Information

3. Provide your company's D-U-N-S® number and contact information in this section. Suppliers are required to have a D-U-N-S number for registration. If your company does not have a D-U-N-S number or if you have a D-U-N-S number but do not know it, go to the Dun & Bradstreet website ([www.dnb.com](http://www.dnb.com)) for assistance.

### US Suppliers

Enter your D-U-N-S number and contact information.

Supplier D-U-N-S # and Contact Information		
D-U-N-S # *	<input type="text"/>	This is a 9 digit number. For more information on how to obtain your D-U-N-S number, please access <a href="http://www.dnb.com">www.dnb.com</a>
Country *	<input type="text" value="United States"/>	Location of Supplier Headquarters
Supplier Contact First Name *	<input type="text"/>	
Supplier Contact Last Name *	<input type="text"/>	
Supplier Contact Phone Number*	<input type="text"/>	
Supplier Contact Email Address *	<input type="text"/>	
Confirm Supplier Contact Email Address *	<input type="text"/>	
<input type="button" value="Reset"/>		To clear the form, click <b>Reset</b> .

### Non U.S. Suppliers

Enter your D-U-N-S number, Country and contact information.

Supplier D-U-N-S # and Contact Information		
D-U-N-S # *	<input type="text"/>	This is a 9 digit number. For more information on how to obtain your D-U-N-S number, please access <a href="http://www.dnb.com">www.dnb.com</a>
Country *	<input type="text" value="United Kingdom"/>	Location of Supplier Headquarters
Supplier Contact First Name *	<input type="text"/>	
Supplier Contact Last Name *	<input type="text"/>	
Supplier Contact Phone Number*	<input type="text"/>	
Supplier Contact Email Address *	<input type="text"/>	
Confirm Supplier Contact Email Address *	<input type="text"/>	
<input type="button" value="Reset"/>		To clear the form, click <b>Reset</b> .

## Additional Information

4. The default currency is USD (US suppliers only) and the default language is English. These defaults cannot be changed.



Additional Information	
Currency	USD ▼
Language	English ▼

## Purchasing System Information (US suppliers only)

5. In this section, there are three links to pages on the Ariba website that provide information about the Ariba Network (AN). Because Bank of America uses the Ariba Network for purchase order and invoicing transactions, suppliers are strongly encouraged to review this information if they are not familiar with the AN. **Note: In screenshot #2 above, if a country other than United States is selected, this section will not be visible.**

**Purchasing System Information**  
[Ariba's Supplier Membership Program: Packaging and Pricing](#)  
[AN Membership Program FAQs for Buyers](#)  
[AN Supplier Membership Program](#)

## Ariba Acknowledgement

6. In order to register with Bank of America, suppliers must acknowledge that the bank uses the Ariba Network to facilitate purchase order and invoicing transactions. **Note: In screenshot #2 above, if a country other than United States is selected, this section will not be visible.**

Ariba Acknowledgement
<p>Bank of America has partnered with Ariba, Inc. to conduct eCommerce transactions using the Ariba Network. The Ariba system is Bank of America's preferred tool for transmitting purchase orders and invoices for goods and services with suppliers. The Ariba Network improves efficiency of purchase order and invoice transactions. Speed and accuracy are the key benefits of the Ariba Network. In addition, information is easily accessible and suppliers are able to review invoice and payment status online.</p>
<p><input checked="" type="checkbox"/> By checking this box, the supplier acknowledges that Bank of America uses Ariba to facilitate purchase order and invoicing transactions</p>



## Terms and Conditions

7. Next, you must accept Bank of America's terms and conditions by clicking the **Accept Terms and Conditions** check box.

**Terms and Conditions**

Completing the supplier registration process does not guarantee your company will receive a request to bid or a contract from Bank of America, nor does it imply that your company has any type of procurement relationship with Bank of America or its affiliates (the 'Bank'), either now or in the future.

You consent to our sharing information and data concerning your company and its affiliates (and

☒ Accept Terms and Conditions

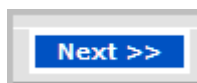
## Financial Crimes Attestation

8. You must read and attest that your company is aware of and does not violate anti-corruption laws and economic sanctions laws by clicking the **By checking this box, the supplier attests to these statements** check box.

**Financial Crimes Attestation**

National governments may impose measures, known as "economic sanctions", to broadly prohibit dealings with designated parties and/or countries engaged in illicit activity. You attest that you and your subcontractors—any third party to whom you have delegated or subcontracted any portion of your obligations set forth within a contract—comply with economic sanctions laws and regulations as they apply directly to you and your subcontractors. You further attest that you and your subcontractors do not engage in activities with or involving targets of U.S. economic

☐ By checking this box, the supplier attests to these statements



9. Click **Next** to proceed to the second screen.

**Note:** After clicking **Next**, you will see the registration screen based on the country chosen from the drop down list from screen 1 under the Supplier D-U-N-S # and Contact Information heading. The default is the United States. Selecting another country from the drop-down list on the first screen and then clicking **Next** will take you to screen 2: Non U.S. Registration.

## Screen 2: US Registration

Note: If your company is a Non U.S. supplier, skip ahead to the next section, "Screen 2: Non U.S. Registration."

## Supplier Information

1. Complete the fields on the **US Registration** screen. Remember that fields marked with a red asterisk indicate that they are mandatory fields.

**Bank of America**

**US Registration**

\* Fields are Mandatory

**Supplier Information**

Full Legal Company Name \*  Please provide your Full Legal Company Name. Do not submit a "Doing Business As", Formerly Known As" or "Also Known As" business name.

Supplier Headquarter Address Type \*

Supplier Headquarter Address Line 1 \*  Please provide a physical street address. Do not submit P.O. Boxes or remit to addresses.

Supplier Headquarter Address Line 2

City \*

State/Province \*

Zip/Postal Code \*

Headquarter Telephone Number \*

Web Address

Commodity Code \*   Select your commodity by clicking Select. A table will appear. On the table, drill down by clicking the + sign and make your selection by clicking the underlined number. For assistance in finding your commodity code visit [www.unspsc.org](http://www.unspsc.org)


Total Number of Employees \*

What year was your company established? (yyyy - i.e. 1998) \*

2. To enter your company's commodity code, click **Select**, which will take you to a list of the United Nations Standard Products and Services Codes (UNSPSC®).

Commodity Code \*   Select your commodity by clicking Select. A table will appear. On the table, drill down by clicking the + sign and make your selection by clicking the underlined number. For assistance in finding your commodity code visit [www.unspsc.org](http://www.unspsc.org)

3. Find your commodity code by expanding the selection (clicking on the corresponding **plus** sign) until you locate the correct code.



**UNSPC Commodity Code(s)**

<input type="checkbox"/> <a href="#">10(9)</a>	Live Plant and Animal Material and Accessories and Supplies
<input type="checkbox"/> <a href="#">11(8)</a>	Mineral and Textile and Inedible Plant and Animal Materials
<input type="checkbox"/> <a href="#">12(8)</a>	Chemicals including Bio Chemicals and Gas Materials
<input type="checkbox"/> <a href="#">13(2)</a>	Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
<input type="checkbox"/> <a href="#">14(3)</a>	Paper Materials and Products
<input type="checkbox"/> <a href="#">1410(1)</a>	Paper materials
<input type="checkbox"/> <a href="#">1411(4)</a>	Paper products
<input type="checkbox"/> <a href="#">1412(7)</a>	Industrial use papers
<input checked="" type="checkbox"/> <a href="#">141215</a>	Paperboard and packaging papers
<input checked="" type="checkbox"/> <a href="#">141216</a>	Tissue papers
<input checked="" type="checkbox"/> <a href="#">141217</a>	Laminated papers
<input checked="" type="checkbox"/> <a href="#">141218</a>	Coated papers
<input checked="" type="checkbox"/> <a href="#">141219</a>	Newsprint and offset papers
<input checked="" type="checkbox"/> <a href="#">141221</a>	Uncoated base papers
<input checked="" type="checkbox"/> <a href="#">141222</a>	Specialty industrial use papers

4. Click the applicable commodity code in the list, which will cause that number to auto-populate the **Commodity Code** field in the US Registration screen.

#### Diversity Information

5. Indicate whether your company's majority owner is a US citizen. Drop-down list options for this question are: **Yes**, **No** and **N/A – Corporation**. Next, answer the question, **Are you a Diverse or Small Business Supplier?**

Bank of America

Diversity Information

US Citizen? \*

Select

Citizenship of the Majority Owner.

Are you a Diverse or Small Business Supplier? \*

Select

If you have a Diversity / Small Business classification, please check all that apply.

☐ MBE(Minority Owned Business)

☐ WBE(Woman Owned Business)

☐ VBE(Vetaran Owned Business)

☐ SDVBE(Service Disabled Vetaran Owned Business)

☐ HUBZone Small Business SBA (8A Program)

☐ HUBZSB(HUBZone small business)

☐ SBE(Small Business Enterprise)

☐ DBE(Disabled Business Enterprise)

☐ SDB(Small Disadvantaged Business Enterprise)

☐ LGBT(Lesbian, Gay, Bisexual, Transgender)

☐ ANC(Alaskan Native Corporation Owned Firm)

6. If you answered **Yes** to the question **Are you a Diverse or Small Business Supplier?** Several additional questions will display, as indicated below. Since they are marked with a red asterisk, they are mandatory.

Diversity Information

US Citizen? \*

Yes

Citizenship of the Majority Owner.

Are you a Diverse or Small Business Supplier? \*

Yes

Percentage of Diversity /Small Business Ownership \*

Select

Ethnicity \*

Select

Gender \*

Select

If you have a Diversity / Small Business classification, please check all that apply.

☐ MBE(Minority Owned Business)

☐ WBE(Woman Owned Business)

7. If you have a Diversity/Small Business classification, click the applicable check box (es) and enter your certification details in the spaces provided. If you have the same certification from multiple certifying agencies, list the classifications consecutively on separate rows (for example, WBE-1, WBE-2, etc.).

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If you have a Diversity / Small Business classification, please check all that apply.

☒ MBE(Minority Owned Business)

☐ WBE(Woman Owned Business)

☐ VBE(Veteran Owned Business)

☐ SDVBE(Service Disabled Vetaran Owned Business)

☐ HUBZone Small Business SBA (8A Program)

☐ HUBZSB(HUBZone small business)

☐ SBE(Small Business Enterprise)

☐ DBE(Disabled Business Enterprise)

☐ SDB(Small Disadvantaged Business Enterprise)

☐ LGBT(Lesbian, Gay, Bisexual, Transgender)

☐ ANC(Alaskan Native Corporation Owned Firm)

Please enter certification details

Classification	Certifying Agencies	Certification #	Effective Date	Exp Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Financial History

8. Select the range value option from the drop-down list that best indicates your gross revenue and provide your fiscal year-end close date. Click the calendar icon and select the applicable date, which will cause it to auto-populate the field.

Financial History

Gross Revenue \*

Select

Fiscal Year End Close Date(mm/dd/yyyy) \*

Reset

Select the fiscal year end date by clicking on the calendar icon.

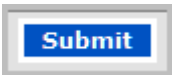
Supplier Additional Information

9. Complete the fields in this section as applicable.

**Note:** Ariba Network IDs are issued by Ariba, Inc. and allow suppliers to complete electronic transactions with buyers. If your company has an Ariba Network ID and/or Test Ariba Network ID, please provide this information.



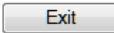


Supplier Additional Information	
Country of Organization / Incorporation *	United States ▼
State/Province of Organization / Incorporation *	Select ▼
Parent Company Name	<input type="text"/>
Company Ownership *	Select ▼
Existing Bank of America Customer *	Select ▼
Ariba Network ID	<input type="text"/>
Test Ariba Network ID	<input type="text"/>
Supplier Invoicing Contact Name *	<input type="text"/>
Supplier Invoicing Contact Email *	<input type="text"/>
Supplier Invoicing Contact Phone *	<input type="text"/>

Submit

10. Click **Submit**.

11. A message will display stating that your registration profile has been successfully submitted to Bank of America.

Bank of America 	
	<b>Supplier Registration</b>
<p>You have successfully submitted your registration profile. We appreciate your interest in becoming a valued supplier to Bank of America. Our team will contact you if additional information is needed. Thank you.</p>	
	

12. Completing the registration process does not guarantee your company will receive a request to bid and/or a contract from Bank of America, nor does it imply that your company has any type of procurement relationship with Bank of America, either now or in the future.



Screen 2: Non U.S. Registration

Note: If your company is a US supplier,  
 please disregard this section.

Supplier Information

1. Complete the fields on the **Non U.S. Registration** screen. Remember that fields marked with a red asterisk indicate that they are mandatory fields.

**Bank of America**

**Non U.S. Registration**

\* Fields are Mandatory

**Supplier Information**

Full Legal Company Name \*  Please provide your Full Legal Company Name. Do not submit a "Doing Business As", Formerly Known As" or "Also Known As" business name.

Supplier Headquarter Address Type \*

Supplier Headquarter Address Line 1 \*  Please provide a physical street address. Do not submit P.O. Boxes or remit to addresses.

Supplier Headquarter Address Line 2

City \*

State/Province \*

Zip/Postal Code \*

Headquarter Telephone Number \*

Web Address

Commodity Code \*   Select your commodity by clicking Select. A table will appear. On the table, drill down by clicking the + sign and make your selection by clicking the underlined number. For assistance in finding your commodity code visit [www.unspsc.org](http://www.unspsc.org)


Total Number of Employees \*

What year was your company established? (yyyy - i.e. 1998) \*

2. To enter your company's commodity code, click **Select**, which will take you to a list of the United Nations Standard Products and Services Codes (UNSPSC®).

Commodity Code \*   Select your commodity by clicking Select. A table will appear. On the table, drill down by clicking the + sign and make your selection by clicking the underlined number. For assistance in finding your commodity code visit [www.unspsc.org](http://www.unspsc.org)

3. Find your commodity code by expanding the selection (clicking on the corresponding **plus** sign) until you locate the correct code.

**UNSPC Commodity Code(s)**

<input type="checkbox"/> <a href="#">10(9)</a>	Live Plant and Animal Material and Accessories and Supplies
<input type="checkbox"/> <a href="#">11(8)</a>	Mineral and Textile and Inedible Plant and Animal Materials
<input type="checkbox"/> <a href="#">12(8)</a>	Chemicals including Bio Chemicals and Gas Materials
<input type="checkbox"/> <a href="#">13(2)</a>	Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
<input type="checkbox"/> <a href="#">14(3)</a>	Paper Materials and Products
<input type="checkbox"/> <a href="#">1410(1)</a>	Paper materials
<input type="checkbox"/> <a href="#">1411(4)</a>	Paper products
<input type="checkbox"/> <a href="#">1412(7)</a>	Industrial use papers
<input checked="" type="checkbox"/> <a href="#">141215</a>	Paperboard and packaging papers
<input checked="" type="checkbox"/> <a href="#">141216</a>	Tissue papers
<input checked="" type="checkbox"/> <a href="#">141217</a>	Laminated papers
<input checked="" type="checkbox"/> <a href="#">141218</a>	Coated papers
<input checked="" type="checkbox"/> <a href="#">141219</a>	Newsprint and offset papers
<input checked="" type="checkbox"/> <a href="#">141221</a>	Uncoated base papers
<input checked="" type="checkbox"/> <a href="#">141222</a>	Specialty industrial use papers

4. Click the applicable commodity code in the list, which will cause that number to auto-populate the **Commodity Code** field in the Non U.S. Registration screen.

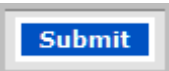
### Supplier Additional Information

5. Complete the fields in this section as applicable.



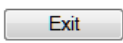
**Note:** The default country under **Country of Organization / Incorporation** is the United States. If this is not correct, please choose the correct country from the dropdown. When the country is changed, the **State / Province of Organization / Incorporation** will then default to **N/A**. If your company has a **State / Province of Organization / Incorporation**, please change **N/A** to the appropriate response.

Ariba Network IDs are issued by Ariba, Inc. and allow suppliers to complete electronic transactions with buyers. If your company has an Ariba Network ID and/or Test Ariba Network ID, please provide this information.

Supplier Additional Information	
Country of Organization / Incorporation *	United Kingdom ▼
State/Province of Organization / Incorporation *	N/A
Parent Company Name	
Company Ownership *	Select ▼
Existing Bank of America Customer *	Select ▼
Ariba Network ID	
Test Ariba Network ID	
Supplier Invoicing Contact Name *	
Supplier Invoicing Contact Email *	
Supplier Invoicing Contact Phone *	

Submit

6. Click **Submit**.
7. A message is displayed stating that your registration profile has been successfully submitted to Bank of America.

Bank of America 	
	<b>Supplier Registration</b>
<p>You have successfully submitted your registration profile. We appreciate your interest in becoming a valued supplier to Bank of America. Our team will contact you if additional information is needed. Thank you.</p>	
 Exit	

8. Completing the registration process does not guarantee your company will receive a request to bid and/or a contract from Bank of America, nor does it imply that your company has any type of procurement relationship with Bank of America, either now or in the future.



### Supplier Registration Contact Information

If you have questions about Bank of America's supplier registration process, you may contact the help desk at 1.888.550.6433 and select option 4, then option 1.

Current help desk hours are:

- Monday through Thursday: 8:30 a.m. to 6:30 p.m. Eastern
- Friday: 8:30 a.m. to 5 p.m. Eastern

Country	Phone or Email	*Hours of Operation
US (also supports UK and Europe)	1.888.550.6433	Mon-Thurs: 8:30 a.m. – 6:30 p.m. Friday: 8:30 a.m. – 5p.m. (Eastern)
Australia	61.2.9225.6820	Mon-Fri: 9 a.m. - 5 p.m.
Hong Kong	852.3508.7290	Mon-Fri: 9 a.m. - 5 p.m.
Korea	82.23707.0530	Mon-Fri: 9 a.m. - 5 p.m.
Japan	<a href="#">Aps Invoicing Japan</a>	Mon-Fri: 9 a.m. - 5 p.m.
Singapore	65.6331.3820	Mon-Fri: 9 a.m. - 5 p.m.
India	<a href="mailto:SupplierRegistration@bankofamerica.com">SupplierRegistration@bankofamerica.com</a>	Mon-Fri: 11:30 a.m. – 8:30 p.m. (IST)

\*All hours are shown in local country time unless otherwise noted.

In EMEA and APAC regions, please send an email with your question(s) and a screenshot, if possible, to [SupplierRegistration@bankofamerica.com](mailto:SupplierRegistration@bankofamerica.com).

## APPENDIX - Supplier Registration FAQs

*What do I need to know before registering?*

### How can I engage/register my business with Bank of America?

Please visit [www.bankofamerica.com/suppliers](http://www.bankofamerica.com/suppliers) and select the **Register Online** button at the top of the page to register your company.

### When I register, does that mean I am a Bank of America supplier?

No. Registration is required for all contracted suppliers at Bank of America. However, completing the registration process does not guarantee that your company will receive a request to bid and/or a contract from Bank of America, nor does it imply that your company has any type of procurement relationship with Bank of America, either now or in the future.



Registering provides us with your company's vital information so we can match your company to potential opportunities. You will be contacted if an opportunity becomes available that matches your company's product and/or service offering.

### **Is there a registration fee?**

There is no registration fee associated with registering on the Bank of America Supplier Registration website.

### **Are there system requirements for registration?**

Yes. The site functions best with Microsoft Internet Explorer 6.0 or above and Windows 98 and above. The system does not support the following systems/applications: Macintosh, Linux/Unix, Firefox or Safari. Please disable the pop-up blocker to view the registration pages.

### **How long will it take me to register?**

If you have all of the required information gathered ahead of time, it will take you approximately 10-15 minutes to complete your registration.

### **How do I know if my company has already registered with Bank of America?**

Please contact the help desk. See [Contact Information](#).

### **If my company is a subsidiary of a parent/holding company, is it necessary to have the subsidiary registered separately?**

Yes. If you are operating under a different Dun & Bradstreet number (D-U-N-S® number) than the parent company or another subsidiary, you will need to register individually.

### **Can I save a partially completed registration or "X" out before completing the process?**

No. Once you begin the registration process, you should continue and complete the registration. If you stop or "X" out before clicking the **Submit** button, your information will not be saved. You will need to access the registration site again and start over.

### **Can we have more than one individual registered?**

To request additional contacts to be added to your company profile, please re-register at [www.bankofamerica.com/suppliers](http://www.bankofamerica.com/suppliers).



*What type of information will be required for registration?*

**What are the required registration fields?**

**Screen 1:**

- Dun & Bradstreet D-U-N-S® number
- Country
- Supplier Contact First Name
- Supplier Contact Last Name
- Supplier contact Phone Number
- Supplier Contact Email Address (must be entered twice)

**Note:** Suppliers are required to acknowledge that Bank of America uses the Ariba Network to facilitate purchase order and invoicing transactions (US only), to accept the terms and conditions (all suppliers), and to attest that they are aware of anti-corruption and economic sanctions laws prior to proceeding to screen 2 of the registration.

**Screen 2**

- Full Legal Company Name
- Supplier Headquarter Address Type (headquarters or subsidiary)
- Supplier Headquarter Address Line 1
- City
- State/Province
- Zip/Postal Code (required for US registrations)
- Headquarter Telephone Number
- Commodity Code (products/services provided by your company)
- Total Number of Employees
- Year Company was Established (yyyy)
- US Citizen (required for US registrations)
- Are you a Diverse or Small Business Supplier (required for US registrations, if applicable)
  - If answered Yes, additional questions related to diverse/small business ownership are required such as percentage of ownership, ethnicity, and gender.
  - You will be given the opportunity to enter details of Diversity/Small Business classification and certification
- Gross Revenue Range Value (required for US registrations)
- Fiscal Year End Close Date (required for US registrations)
- Country of Organization/Incorporation
- State/Province of Organization/Incorporation
- Company Ownership (Public or Non-public)
- Existing Bank of America Customer
- Supplier Invoicing Contact Name



- Supplier Invoicing Contact Email
- Supplier Invoicing Contact Phone

### **What is a Dun & Bradstreet number and how do I get one?**

A D-U-N-S® number is a unique nine digit identification sequence which has become the global standard for identifying and tracking businesses, and is recognized, recommended and/or required by organizations worldwide. Please visit the Dun & Bradstreet website at [www.dnb.com](http://www.dnb.com) for more information regarding obtaining a D-U-N-S® number. This page defaults to the United States – choose your country from the dropdown at the top of the page.

### **Is there a cost associated with obtaining a Dun & Bradstreet number?**

In some countries, there is a fee to obtain a D-U-N-S® number. For more cost information, please visit the [Dun & Bradstreet website](http://www.dnb.com) and select your country from the **Select Region** drop-down box.

### **Which businesses can be certified as Diverse Suppliers?**

- US Citizen\*, diversity owned company\*
- Ownership information if company is certified by the [U.S. Small Business Administration](http://www.sba.gov) for small business and HUB Zone certification.
- Ownership information if company is owned by a minority, woman, veteran, disabled person, or LGBT (lesbian, gay, bi-sexual or transgender) additional questions such as percentage of ownership\*, diversity category\*, and gender will be required.
- For more information, please visit the [Supplier Diversity](http://www.supplierdiversity.com) website.

### **My company reports net revenue – not gross. What should I do?**

Information collected on the Supplier Registration website allows Bank of America Procurement teams to identify prospective suppliers. Having a profile with detailed information about your capabilities will give you a better chance of being considered for opportunities. However, if your gross revenue information is not available, please enter your net revenue data.

### **I can't find my product/service in the commodity section. What should I do?**

UNSPSC®, the United Nations Standard Products and Service Codes, is a classification system that codes supplier service offerings. If you are unable to locate the product/service that best fits the description of your business, please visit [www.unspsc.org](http://www.unspsc.org) and use the search feature on the left side of the page to look for the closest match.



### **I could not enter my commodity code in the Commodity Code field. What should I do?**

The **Commodity Code** field is not an editable field. Please turn off your pop-up blocker, and then select your commodity by clicking on the **Select** button on the right side of the commodity field. A table of commodities will appear in a separate window. Drill down on the commodity descriptions by clicking the “+” sign. When you find your commodity description, click the corresponding underlined number. Please note: Only one commodity can be selected.

### **I could not enter my fiscal year end close date in that field. What should I do?**

The **Fiscal Year End Close Date** field is not an editable field. Please turn off your pop-up blocker, and then click on the calendar icon to the right of the field. You can change the month and year by using the arrow keys at the top of the displayed calendar. Choose the correct date and click the date to select.

### **Where should I send my diversity certification(s)?**

A Bank of America employee will direct you where to send your Diversity certification(s) when/if they are required.

### *What happens after I register?*

#### **Will additional information be required?**

For Non-public/ private entities, you’ll receive a secure email request for beneficial ownership information from [bank.of.america.beneficial.ownership@bankofamerica.com](mailto:bank.of.america.beneficial.ownership@bankofamerica.com)

If any additional information is needed to validate the company profile, you may be contacted by [SupplierRegistration@bankofamerica.com](mailto:SupplierRegistration@bankofamerica.com)

#### **How do I reach decision makers?**

If you have registered on the website, your profile has been received. You will be contacted if there is an opportunity that matches your company’s product and/or service offering.

#### **Can I contact your prime suppliers to inquire about indirect opportunities?**

No. Please register at [www.bankofamerica.com/suppliers](http://www.bankofamerica.com/suppliers) and a bank employee will contact you if there is an opportunity - direct or indirect - that matches your company's product and/or service offering.



**I'm registered but I haven't received any communication or business.**

Registration is required for all contracted suppliers at Bank of America. However, completing the registration process does not guarantee that your company will receive a request to bid and/or a contract from Bank of America, nor does it imply that your company has any type of procurement relationship with Bank of America, either now or in the future.

Registering provides us with your company's vital information so that we can match your company to potential opportunities. You will be contacted if an opportunity becomes available that matches your company's product and/or service offering.

**I registered on your website - Can you tell me who to contact for my commodity product/service?**

We have your company's information on file. A representative from Bank of America will contact you if an opportunity becomes available that matches your company's product and/or service offering.

**I registered on the website previously – Now I received an invitation with a sourcing code, what should I do?**

The invitation process is the next step of onboarding. Please follow the instructions provided within the invitation request.