

# Register To Do Business With HANFORD

**Before proceeding to the Registration Form,  
be prepared with the following information:**

To complete your registration, please ensure you can provide the following information prior to accessing the Vendor Registration Form.

1. Tax ID/ W-9 Information (Must use Federal tax ID. Not SSN.)  
For more information: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed>
2. Legal Business Name
3. DUNS and Bradstreet registration number  
For more information click [HERE](#)
4. Vendor Mailing, Shipping and Remittance Address
5. Vendor Business Contact Information (e-mail address, phone and fax number)
6. Accounts Receivable Contact Information (name, phone and fax number)
7. Business Size Classification Code (small, large, woman-owned, etc.)  
For more information: <http://www.sba.gov/>
8. Legal Business Type (Carrier, Consultant, Distributor, Manufacturer, or Service Provider)
9. NAICS Code For more information: <http://www.census.gov/epcd/www/naicscod.htm>

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Registration Questions  
[contract\\_support\\_services@rl.gov](mailto:contract_support_services@rl.gov)

Vendors must complete **ALL** required fields of the **Vendor Registration Form**.

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## System Requirements:

To access the **Vendor Registration Form**, verify the following Personal Computer requirements:

1. **Browser Requirements**
  - a. Microsoft Internet Explorer, Version 11.0 only.
  - b. **Set browser to always open a new copy of the web page on each visit. (See below for instructions).**
  - c. The Registration Form **does not** currently support Mozilla Firefox, Google Chrome, Safari, Opera or any Mac-based browser.
  - d. If you are unable to access the Vendor Registration Form or have questions or problems, please contact:  
[contract\\_support\\_services@rl.gov](mailto:contract_support_services@rl.gov).
2. **Monitor/Screen Resolution**
  - a. Your monitor resolution is set to 1024 x 768 pixels or higher.
3. **Java Script must be enabled.**
  - a. To enable Java Script go to the Internet Explorer Tools menu bar > Internet Options > Security > Custom Level > Enable ActiveX controls and plug-ins, and Enable Script ActiveX controls marked safe for scripting.
4. **Set browser to always open a new copy of the web page on each visit..**
  - a. Internet Explorer > Tools > Internet Options > Browsing History > Settings > Check for newer versions of stored pages: select option "Every time I visit the webpage"

**Registration does NOT guarantee any solicitation or award.  
Contact procurement directly to discuss capabilities and solicit business.**

**Back for more information:**

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