

Request for Commodity Code Changes

Instructions

The Bureau of Minority and Women Business Opportunities (BMWBO) assigns commodity codes that correspond to the products and/or services that the certified company can demonstrate it has previously and/or is currently selling. BMWBO will not assign commodity codes representing products or services that are subcontracted by the certified company to another business.

If the certified company wants to add and/or delete commodity codes to their records, the owner of the certified company must complete and sign this form and submit it along with copies of invoices or contracts issued by the certified company to clients verifying that the certified company has or is currently providing the products and/or services covered by the requested code(s). **An invoice or contract is required for each code requested.** Please write on each invoice or contract the corresponding commodity code number.

If a state or federal license is required to sell a product or perform a service, please provide a current copy of the required license held by the minority and/or woman owner.

Requests must be mailed or faxed to the **Bureau of Minority & Women Business Opportunities**, North Office Building, 401 North Street, Room 611, Harrisburg, PA 17120-0500, Office: 717-783-3119, FAX: 717-787-7052.

Please Print

Firm's name: _____

Primary owner's name(s): _____ Primary Owner's Email Address: _____

Address of Firm (headquarters): _____

City: _____ State: _____ Zip: _____

Firm's Phone Number: _____ Firm's Fax Number: _____

If codes are needed for a contract, please provide the contract # and due date: _____

Please **add** the following commodity codes to our certification records. Our firm is providing the products and/or services covered by these codes. (To find a listing of the commodity codes go to www.dgsweb.state.pa.us/mbewbe/VendorSearch.aspx). **Please remember to attach verification showing that the firm has and/or is providing the products and/or services. Please note that if a request is received without the required invoices and/or contracts, the requested code additions will not be granted.**

Code #1: _____

Code #2: _____

Please **delete** the following commodity codes from our records. We are not interested in being solicited for the goods or services covered by these codes. (Please list the code number)

Code #1: _____

Code #2: _____

Additional sheets may be attached, if needed.

I hereby make the above request and affirm that the information I am providing is correct.

Signature of the company's primary owner

Date