

## SECTION I: BUSINESS INFORMATION

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### COMPANY INFORMATION

Company Name	Enter the legal name of your company.
Physical Address City State/Zip	Enter the street address, city, state, and zip code of the company headquarter location.
Country	Select the country of the company headquarter location using the drop-down menu.
Mailing Address City State/Zip Country	If the mailing address is different from the physical address, enter that street address, city, state, and zip code. If the physical address and mailing address is the same, check the box that reads, "Mailing Address is the same as Physical Address."
Company Phone Number	Enter the 10-digit telephone number along with the extension number (if applicable) of the company headquarter location in this format: (XXX)XXX-XXX.
Company Fax Number	Enter the 10-digit facsimile number of the company headquarter location in this format: (XXX)XXX-XXX.
Company E-Mail Address	Enter the electronic mail address of the company headquarter location. The format of an E-mail is <a href="#">name@domain</a> name.
Company Website (URL)	Enter your company's Internet address.

### PRINCIPAL OWNERS

Owner's Name	This is the name of the individual that owns part or all of the company
Owner's Title	Enter the title that best describes the position of the owner.
Owner's E-mail Address	Enter the electronic address of the owner. The format of an E-mail is name@domain name.
Gender	Select the appropriate response from the drop-down menu.
Ethnicity	Select the appropriate response from the drop-down menu.
% Ownership	Enter the percentage of the company that the owner owns. Do not include percent signs.

## COMPANY CONTACT'S INFORMATION

Contact Name	This is the name of the individual that can be contacted for inquiries regarding purchases.
Contact's Title	Enter the title that best describes the position of the company contact.
Contact's Phone Number	Enter the 10-digit telephone number along with the extension number (if applicable) of the company contact in this format: (XXX)XXX-XXX.
Contact's Fax Number	Enter the 10-digit facsimile number of the company contact in this format: (XXX)XXX-XXX.
Contact's E-Mail Address	Enter the electronic address of the company contact. The format of an E-mail is name@domain name.

## SECTION II: BUSINESS BIOGRAPHY

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### COMPANY DATA

Business Type	Choose the selection that best describes your business type from the drop-down menu.
Legal Structure	<p>Choose the selection that best describes your company's legal structure from the drop-down menu. Refer to the list below to select the appropriate business type:</p> <p><b><u>Corporation</u></b>: a legal entity authorized by state law that allows a business to organize as a separate legal entity from its owners; a corporation's legal owners (its shareholders) are legally shielded from personal liability for the corporation's liabilities and debt.</p> <p><b><u>Joint Venture</u></b>: an enterprise entered into by two or more persons for profit, for a limited purpose; a joint venture has most of the elements of a partnership, such as shared management, the power of each venturer to bind the others in the business, division of profits and joint responsibility for losses, however, unlike a partnership, a joint venture anticipates a specific area of activity and/or period of operation, so after the purpose is completed, bills are paid, profits (or losses) are divided, and the joint venture is terminated.</p> <p><b><u>Limited Liability Corporation (LLC)</u></b>: a business ownership structure popular with small businesses whose owners have the advantage of limited personal liability (like a corporation) and a choice of how the business will be taxed; partners can choose for the LLC to be taxed as a separate entity (again, like a corporation) or as a partnership-like entity in which profits are passed through to partners and taxed on their personal income tax returns.</p> <p><b><u>Limited Liability Partnership (LLP)</u></b>: a type of partnership recognized in a majority of states that protects a partner from personal liability for negligent acts committed by other partners or by employees not under his or her direct control; many states restrict this type of partnership to professionals such as lawyers, accountants, architects, and healthcare providers.</p> <p><b><u>Partnership</u></b>: a business owned by two or more individuals (called partners or general partners) who are held personally responsible for all business debts.</p> <p><b><u>Sole Proprietorship</u></b>: a business owned and managed by one individual (or for tax purposes, a husband and a wife) who is personally responsible for all business debts.</p> <p><b><u>Other</u></b>: a business type that does not fall into any of the aforementioned categories.</p>
Geographical Service Area	This refers to the geographic area that your company offers its products and/or services to. Choose the appropriate selection from the drop-down menu.

Federal ID Number	This refers to the number assigned by the government for tax purposes. If your company is a sole proprietorship, please enter the social security number of the owner. Do not include any dashes or spaces.
Year Business was Established	Enter the year that your company was established as a four-digit number.
Number of Employees	Enter the number of employees based on the Small Business Administration size standard definitions. The number of employees of a company is its average number of persons employed for each pay period over the firm's latest 12 months. Any person on the payroll must be included as one employee regardless of amount of hours worked or temporary status. The number of employees of a firm in business under 12 months is based on the average for each pay period it has been in business. For more information follow this link to Small Business Administration size standard definitions.
Certificate of Insurance	This refers to the type of insurance that your company carries. To choose more than one type of insurance, press the Control key (or Option key on a Mac) while clicking the insurance type.
Insurance Carrier	This refers to the insurance carrier that provides the type of insurance listed in the field labeled "Certificate of Insurance."
D-U-N-S and Bradstreet Number	This refers to the Dun & Bradstreet Universal Numbering System. The Dun & Bradstreet D-U-N-S Number is a standard for tracking world businesses. It is a nine-digit code that uniquely identifies your business. Follow this link to find out your Dun & Bradstreet Number or obtain a Dun & Bradstreet Number if your company does not already have one issued.
Primary SIC Code(s) (Standard Industrial Classification)	<p>This refers to a code representing a category within the Standard Industrial Classification System administered by the Statistical Policy Division of the U.S. Office of Management and Budget. The system was established to classify all industries in the US economy. A two-digit code designates each major industry group, which is coupled with a second two-digit code representing subcategories.</p> <p>If this is the first time you have selected SIC codes to describe your business please refer to the "SIC Manual" to review the detailed descriptions of SIC codes.</p> <p>The "SIC Manual" contains detailed descriptions of SIC codes and is available at The Occupational Safety &amp; Health Administration.</p>

## PRODUCTS AND/OR SERVICES

Select NAICS Code(s) (North American Industry Classification System)	<p>This refers to a six-digit classification system that provides for three-country comparability at the five-digit industry level. The U.S., Canada, and Mexico jointly developed NAICS to provide new comparability in statistics about business activity across North America. The NAICS agreement among the three countries states that each country may develop additional industries below the five-digit level (six-digit national industries) to recognize important national industries as long as those national industries fit within the framework of the five-digit system. The United States has developed NAICS codes for a number of six-digit industries to further delineate NAICS and provide data on important U.S. industries. The North American Industry Classification System (NAICS) is replacing the U.S. Standard Industrial Classification (SIC) system.</p> <p>To choose NAICS codes applicable to your company, click the link labeled "Select NAICS Codes." A new window pops up with a list of major categories. Click any category to view the list of sub-categories, then click a sub-category to see the list of NAICS codes and descriptions. When you click on the descriptions, it will be added to the NAICS Codes box on the form. You may select multiple NAICS codes in this manner. Click the close button when you are finished selecting NAICS codes.</p> <p>If you need to remove any NAISC code(s) from your list, select the codes/descriptions and click the "Remove From List" button. The code is removed from the list.</p>
Enter specific keywords describing your business specialty.	Enter a detailed description (up to 500 characters) highlighting the information you would like buyers to know about the products and/or services you specialize in.
Select the following Time Warner companies that you are interested in doing business with:	Choose all of the companies that you are interested in doing business with. To select more than one company, after selecting the first company, press the Control key (or Option key on a Mac) while clicking the company name.

## SALES VOLUME (PAST 3 YEARS)

2003 2002 2001	Enter the sales volume for each of the years specified. If your company had no sales or was not in business for a given year, leave the field blank.
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## REFERENCES: LIST THREE REFERENCES, WHICH HAVE BEEN, OR ARE NOW YOUR CUSTOMERS.

Company Name Contact Name Address Phone Number	For each reference, enter the name of the company, the name of the contact within the company, the company's address, and the phone number of the company or contact person.
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## SECTION III: BUSINESS CLASSIFICATION

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### CERTIFICATION\*

Certification	Indicate if your company is presently certified as a minority- or women-owned business with any governmental agency or body such as The Small Business Administration, The Minority Business Development Agency, or an affiliated Council of the National Minority Supplier Development Council, etc.
Certifying Agency	Enter the certifying agency that certified your company as a minority- or women-owned business, such as a regional minority council or WBENC.
Certification Type	Select the appropriate response from the drop-down menu.
Certification No.	Enter the certification number of the certificate.
Expiration Date	Enter the expiration date of the certificate in the following format: mm/dd/yyyy
Upload Certificate	Click the browse button to find the file on your computer or network.

\*If you are not certified but are interested in becoming certified as a minority or woman-owned business, please follow any of the following links to get more information:

National Minority Supplier Development Council: [www.nmsdc.org](http://www.nmsdc.org) (general information)

National Small Business Administration: [www.sba.gov](http://www.sba.gov)

Women's Business Enterprise National Council: [www.wbenc.org](http://www.wbenc.org) (general information)

In addition, you may contact local, state, or federal agencies for more information on becoming certified.

### CLASSIFICATION

Gender	Select the gender of the owner.
Ethnicity	Select the ethnicity of the owner. Click on the link for a description of each ethnicity.
Business Concern	Indicate the types of business that best describes your company. Use the list below to make the appropriate selection: <ol style="list-style-type: none"><li><b>Small Disadvantaged Business Concern:</b> The term "small business concern owned and controlled by socially and economically disadvantaged individuals" means a "small business concern" (a) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more of such individuals and (b) whose management and daily business operations are controlled by one or more of such individuals in the day-to-day management of the business. Socially and economically disadvantaged individuals include African Americans Hispanic Americans, Native Americans, Asian Pacific Americans, and Asian Indian Americans, found to be disadvantaged by Federal Government Agencies</li></ol>

empowered to make this determination.

2. **Woman-Owned Business Concern**: a business that is at least 51 percent owned by a woman or women who also control and operate it; "control" in this context means exercising the power to make policy decisions; "operate" in this context means actively involved in the day-to-day management of the business.
3. **Minority-Owned Business Concern**: a minority business that is at least 51 percent owned and controlled by groups recognized as being socially and economically disadvantaged; "control" in this context means exercising the power to make policy decisions; "operate" in this context means actively involved in the day-to-day management of the business. Socially and economically disadvantaged individuals include African Americans Hispanic Americans, Native Americans, Asian Pacific Americans, and Asian Indian Americans, found to be disadvantaged by Federal Government Agencies empowered to make this determination.
4. **Physically-Challenged Owner**: a business that is at least 51 percent owned by an individual or individuals with a disability, i.e. "a physical or mental impairment which substantially limits one or more major life activities" (as defined by the Americans With Disabilities Act of 1990, 42 U.S.C. section 12111 et seq., its interpretive regulations, 29 C.F.R. part 1630, and case law) who also control(s) and operate(s) it; "control" in this context means exercising the power to make policy decisions; "operate" in this context means actively involved in the day-to-day management of the business.
5. **Veteran-Owned Business Concern**: a business that is at least 51 percent owned by a veteran who also control and operate it; "control" in this context means exercising the power to make policy decisions; "operate" in this context means actively involved in the day-to-day management of the business.
6. **Gay & Lesbian Owned Business Concern**: a business that is at least 51 percent owned by a gay or lesbian who also control and operate it; "control" in this context means exercising the power to make policy decisions; "operate" in this context means actively involved in the day-to-day management of the business.
7. **Non-Minority Woman-Owned Business Concern**: a business that is at least 51 percent owned by a non-minority woman or women who also control and operate it; "control" in this context means exercising the power to make policy decisions; "operate" in this context means actively involved in the day-to-day management of the business.

## SECTION IV: E-BUSINESS READINESS

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Do you currently have a web presence?	Select "Yes" if your company has a web site.
Can you sell your products/services online?	If your company has a company web site, indicate if you can sell your products online.
Do you have an online catalog?	Indicate if you offer a catalog of your products and/or services online.
Are you Electronic Data Interchange (EDI) capable?	EDI represents a mechanism to send standard business documents (such as purchase orders) electronically to a supplier through a private or public communications network. EDI capable suppliers have computer systems that can process EDI documents in industry standard format or have engaged a third party for these services. EDI is emerging as a common processing and payment mechanism for Electronic Commerce (EC). For more information on EDI follow this link to the Data Interchange Industry Association