

## Vendor Diversity Program

DriveTime is committed to serving our community, this includes supporting and promoting opportunities for all types of vendors. In order to be considered a diverse vendor your organization must be owned and operated by a U.S. citizen as well as 51% owned/operated by one of the following categories:

- African American
- Hispanic
- Women
- Asian Pacific
- Asian Indian
- Native American
- Lesbian, Gay, Bisexual or Transgender
- Service Disabled Veterans
- Veterans

If you are not currently a diverse vendor but think you qualify, please use the links below to obtain more information.

Certification Type	Website
Small Business Enterprise (SBE)	<a href="http://www.diversitybusiness.com/Registration/">http://www.diversitybusiness.com/Registration/</a>
Minority Owned or Minority Business Enterprise (MBE)	<a href="http://www.nmsdc.org/">http://www.nmsdc.org/</a> <a href="http://www.nmsdc.org/mbes/mbe-certification/">http://www.nmsdc.org/mbes/mbe-certification/</a>
Women Owned/Women Business Enterprise (WBE)	<a href="http://www.wbenc.org/certification-process/">http://www.wbenc.org/certification-process/</a>
U.S. Pan Asian American Chamber of Commerce (USPAACC)	<a href="http://www.uspaacc.com/">http://www.uspaacc.com/</a>
Veteran Owned Small Business (VOSB)	<a href="http://navoba.instapage.com/">http://navoba.instapage.com/</a>
HUBZone Small Business Concern	<a href="https://www.sba.gov/content/applying-hubzone-program">https://www.sba.gov/content/applying-hubzone-program</a>
Disadvantage Business Enterprise (DBE)	<a href="http://www.transportation.gov/osdbu/disadvantaged-business-enterprise">http://www.transportation.gov/osdbu/disadvantaged-business-enterprise</a>
Lesbian Gay Bisexual Transgender (LGBT)	<a href="https://nglcc.org/grow-your-business">https://nglcc.org/grow-your-business</a>

## What do I need to register as a DriveTime Vendor?

If you are interested in becoming a DriveTime vendor, you can go to [[website](#)] and submit your vendor information. A DriveTime representative will reach out to you if we are in need of your services.

If you would like to update your vendor diversity information please make sure to have your updated certification and send an email with the attachment to: [DL-ProcurementTeam@drivetime.com](mailto:DL-ProcurementTeam@drivetime.com) with a subject line of "Update my Vendor Diversity Information".

## Vendor Onboarding

If a DriveTime representative reaches out to you please be prepared to submit the following information to onboard as a DriveTime Vendor.

### W-9

1. The W-9 included must be typed.
2. Please only provide the tax ID that the IRS has validated and associated with the business name.
3. If uncertain what that tax ID is, please refer to your official IRS letter or visit this website to retrieve that information <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-EINs>
4. The appropriate signature and date is required.

### Vendor Diversity

1. If you chose to register as a diverse vendor we ask to attach a copy of your up to date certification if you have one.
2. If you do not have a certification please be prepared to describe why you qualify as a diverse vendor.

### Payment Types

1. We offer two electronic forms of payment, please select one of the two that best suits your business.
2. Virtual credit card is the quickest way to receive payment, however, you must have a credit card terminal or Square (Computer Program) in order to collect payment.
3. If you opt for direct deposit, we require the bank account number, routing number and a copy of a voided check.

### Insurance

1. DriveTime requires a minimum liability of \$1,000,000. Please include the current declarations of insurance.

For vendors in Florida, please include the proof of insurance for authorization to carry \$500,000 liability insurance.

### FAQ's

I submitted my information to [[website](#)] and still have not heard back, when can I expect to be contacted?

When your information is submitted to [[website](#)], our procurement team receives it and sends it to the appropriate party. If you have not been contacted we are not in need of your services at this time. Not to worry, we have you saved in our Vendor Database and will reach out to you if our business needs change.

What is a Diverse Vendor?

A diverse vendor is constituted by at least 51% of the business being owned/operated by: African American, Hispanic, Women, Asian Pacific, Asian Indian, Native American, Lesbian, Gay, Bisexual or Transgender, Service Disabled Veterans, or Veterans. If you would like more information please visit [[link](#)]