This document gives vendors/suppliers guidance on completing the Small Business Enterprise (SBE) section and attaching support documentation during the registration process.

Effective October 2018, Los Angeles Unified School District (LAUSD) enhanced our Supplier Self-Registration system to capture information from small business, microbusiness and disabled veteran-owned business vendors, with the added ability to certify eligible vendors.

To complete the registration process, at minimum the following sections must be completed:

- Taxpayer Identification Number
- Company / Individual Details
- Communication Details
- Legal Business Entity Type
- Product Categories
- Certification

In the Small Business Enterprise (SBE) section, we request that the number of employees for your organization be provided and average annual sales over the past three years:

We recognize that some businesses may have less than three years of operation. If this is the case, the number of employees is to be provided, along with the number of weeks in business (no more than 156 weeks), and the total receipts for the period of operation.

Once the number of employees has been provided and the sales/receipts information has been entered, please click on the “Add Certification” button to provide information from agencies that LAUSD honors certifications from (referred to as reciprocal agencies) or to apply for certification from LAUSD. (To
apply for LAUSD certification select “LAU” from the “Cert Agency” drop down list.) Once you click on the “Add Certification” button, additional fields will become available:

- Certification Type
  - SBE (Small Business Enterprise)
  - MIC (Microbusiness Enterprise)^
  - DVB (Disabled Veteran Business Enterprise)^

- Certifying Agency
  - CCC (County of Los Angeles Department of Business and Consumer Affairs)
  - CLA (City of Los Angeles)
  - DGS (State of California, Department of General Services)^
  - LAU (Los Angeles Unified School District, SBE Program)
  - MTA (Metropolitan Transportation Authority)
  - MWD (Metropolitan Water District of Southern California)

- Certification Start Date
- Certification End Date
- NAICS Code

^ Please note that the only accepted certifying agency for Microbusiness and Disabled Veteran Business Enterprise certifications is State of California, Department of General Services (DGS). LAUSD does not certify for Microbusiness (MIC) or Disabled Veteran Business Enterprise (DVB).

Clicking on the following icon ![icon](image) gives you the ability to see available options, select dates or search.

In the Certification Type field, clicking on the ![icon](image) icon will show the following:
To select a Certification Type, either click on the white area of the type you are choosing or:

a) highlight the row of the type you are choosing and b) click “OK.”

To select a Certification Agency, click on the icon to see the available choices and select one:

If the Certification Type is for Microbusiness or Disabled Veteran Business Enterprise, the only option for Certifying Agency will be DGS.

The Certification Start Date and Certification End Date icon provides a calendar to select dates. Dates can be directly entered in MM/DD/YYYY format or by using the calendar feature. Your entries will be limited to a three-year period. If “LAU” is selected use today’s date for the certification start date and today’s date plus three years for the certification end date.
Certifications are determined by size standards matched to industries categorized by NAICS (North American Industry Classification System) Codes. The NAICS Code field also has the icon which will allow you to search for and select a NAICS code that corresponds with your product/service category. If the NAICS code is known, you may enter it directly; however, it must be a recognized code currently used by LAUSD. Please note, not all NAICS codes are available to select. You must find the best/closest match.

By default, the NAICS Codes are listed in ascending numerical order. There are also ways to search by clicking on “Show Search Criteria.”

Selecting “Show Search Criteria” allows you to search by NAICS Code, NAICS Description, NIGP Code and NIGP Description. NIGP is the National Institute of Government Purchasing; and, the codes are generally referred to as product categories. (LAUSD uses standard and customized NIGP codes that are mapped to corresponding NAICS codes.)

The examples provided below will show different ways to get results for NAICS Code 238210, ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRACTORS. Even though options are given to search by NIGP, please keep in mind that this search is focused on NAICS results relating to Small Business Enterprise, Microbusiness, and Disabled Veteran Business Enterprise certification.
You may perform a simple search by entering the NAICS code (if it is already known) and clicking “Start Search.” Once results are received, select the result by clicking the white area of the row, or by highlighting the row and clicking “OK.”

Another option is to search by NAICS Code description. Enter part of the description and click “Start Search.” Once results are received select your result choice by clicking the white area of the row or highlighting the row and clicking “OK.”

As stated earlier, LAUSD uses product categories that are NIGP driven. You may search by NIGP codes or descriptions; however, your search will return NAICS results.
NIGP Code 91438 is recognized as “Electrical” in LAUSD. Enter the NIGP Code and click “Start Search.” Once results are received, select your result choice by clicking the white area of the row, or by highlighting the row and clicking “OK.”

Another option is to search by NIGP description. Knowing the NIGP description is “Electrical,” a portion of the word was entered. Click on “Start Search” to yield results. Note that because this search was broad, more results were returned. Once results are received, select your result choice by clicking the white area of the row, or by highlighting the row and clicking “OK.”
More than one type of certification can be entered by a vendor/supplier. To do so, click the “Add Certification” button to provide all of the details. If there is a need to delete an entry made during the registration process, there is a “Delete” button. Simply click the button to remove the entry.

The snapshot below is an example that multiple certifications can be entered. (Please keep the following in mind if multiple certifications are provided: the same certification type and NAICS combination is not allowed. For example, entering two ‘SBE’ with NAICS Code 238210, will generate an error stating to please delete duplicate certification requests.)

If you indicate an existing Small Business Enterprise, Microbusiness and/or Disabled Veteran Business Enterprise certification, you must attach proof of certification from one of the approved certifying agencies previously listed (e.g., County of LA, City of LA, DGS, etc.).

If you are applying for certification from LAUSD, you must enter the required information; however, there is no attachment required. By submitting your application to LAUSD, you are declaring under penalty of perjury that the stated information is true and correct.

In the Attachments area of the registration page, click the “Add Attachment” button.

Please attach:
- IRS Form W-9
- If applicable, California Form 590
- Microbusiness or DVBE DGIS certification and, if applicable, SBE Certification from a reciprocal agency.
A window will appear in which you are to identify the Document Type, File, and File Name.

There are six document types to choose from:
- DVB (Reciprocal Agency DVB Certification)
- MIC (Reciprocal Agency MIC Certification)
- OTH (Other)
- SBE (Reciprocal Agency SBE Certification)
- W8 (W-8 Foreign Tax Payer ID & Certification)
- W9 (W-9 Tax Payer ID & Certification)

For each attachment being provided, select the appropriate document type.
Use the “Browse” button to identify and provide your attachment.

Example:

```
Choose File to Upload

File name: XYZ SBE CERT
Open
```

```
Add Attachment

Document Type: SBE
File: C:\Users\...
Browse
File Name: 

Add Cancel
```
Name the file and click “Add.”

Repeat these steps to provide more attachments. The attachments will be listed on the registration page. If there is a need to delete any of the attachment entries, highlight the row that needs to be deleted and then click the “Delete” button. Confirm you want to delete the attachment by clicking “Yes.”

<table>
<thead>
<tr>
<th>Document Type</th>
<th>File Name</th>
<th>Type</th>
<th>Size (KB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBE</td>
<td>ZYX SBE Cert from County</td>
<td>application/pdf</td>
<td>0000000221582</td>
</tr>
<tr>
<td>MIC</td>
<td>ZYX MIC Cert from SBE</td>
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</tr>
<tr>
<td>DVB</td>
<td>ZYX DVB Cert from DGS</td>
<td>application/pdf</td>
<td>0000000221582</td>
</tr>
<tr>
<td>W9</td>
<td>ZYX IRS Form W-9</td>
<td>application/pdf</td>
<td>000000113331</td>
</tr>
</tbody>
</table>
Provided below is a fictitious example of a vendor who completed the **Small Business Enterprise (SBE)** section applying for all certifications – Small Business Enterprise, Microbusiness, and Disabled Veteran Business Enterprise – and completed the **Attachments** section.

**Small Business Enterprise (SBE)**

LAUSD offers incentives to certified Small Business Enterprise (SBE), Microbusiness, and Disabled Veteran-Owned Enterprise (DVBE). If your organization is a SBE, Microbusiness (certified by DGSS), or DVBE (certified by DDS), please complete this section.

- **Number of Employees:** 20
- **Average Annual Sales over recent three-year period:** $2,500,000.00 (Please do not use dollar sign)
- **Select this box if less than three years in business:** [ ]
- **Enter number of weeks in business:** 52
- **Total receipts for the period in business:** $0.00

**Attachments**

Please attach:
- IRS Form W-9
- If applicable, California Form 586
- Microbusiness or DVBE DDS certification and, if applicable, SBE Certification from a reciprocal agency.

Once the **Small Business Enterprise (SBE)** section of the Supplier Self-Registration page and attachments have been provided, complete the remaining sections of the registration and click on the “Send” button at the top of the registration page. After completing all required information and clicking “Send” a pop-up message will be received confirming a successful registration.

LAUSD staff will be alerted that an SBE/DVB/MIC registration has been submitted for consideration and processing.

Also, to facilitate timely certification renewals, system-generated email reminders will be sent to vendors and staff indicating the expiration of SBE/MIC/DVB certifications within 90, 60, and 30 days.