

Vendor Profile Template

What Is a Vendor Profile?

A Vendor Profile is a standardized summary of your business used by corporate procurement teams, supplier diversity programs, utilities, OEMs, healthcare systems, and enterprise buyers to quickly assess your qualifications, capabilities, and readiness to perform.

Unlike a capability statement, which is often tailored to a specific opportunity, a Vendor Profile is designed for onboarding, prequalification, and ongoing supplier management.

Why Vendor Profiles Matter

Corporate buyers use vendor profiles to:

- Screen potential suppliers before issuing RFPs or RFQs
- Populate internal supplier databases and portals
- Verify certifications, insurance, and compliance
- Identify suppliers for direct sourcing and subcontracting

A clear, consistent Vendor Profile increases visibility, reduces back-and-forth during onboarding, and positions your business as organized, credible, and procurement-ready.

How This Template Is Used

This Vendor Profile Template is commonly requested during:

- Corporate vendor onboarding
- Supplier diversity registration
- Utility, OEM, and enterprise sourcing reviews
- Pre-RFP market research
- Partnership and teaming discussions

It may be submitted as:

- A standalone document
 - An upload within a supplier portal
 - Supporting documentation alongside an RFP or RFQ response
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How This Differs from a Capability Statement

Vendor Profile

Standardized, internal-facing
Used for onboarding & databases
Less narrative, more factual
Often reused without edits

Capability Statement

Opportunity-facing
Used for marketing & bids
More persuasive & tailored
Often customized per pursuit

Many organizations require **both**.

Quin-Z Guidance

We recommend aligning your Vendor Profile with:

- Your NAICS and service classifications
- Your certifications and insurance
- Your past performance and capacity
- Your contract readiness tier

This ensures consistency across portals, proposals, and buyer communications.

Note: *Quin-Z provides readiness, documentation, and strategic support. We do not provide legal advice or interpret procurement regulations.*

1. Company Overview

Legal Business Name: _____
DBA (if applicable): _____
Year Established: _____
Business Structure: _____
(LLC, Corporation, Partnership, etc.)
Primary Business Address: _____
City/State/ZIP: _____
Website: _____
Primary Point of Contact: _____
Title: _____
Email: _____
Phone Number: _____

2. Core Capabilities Summary

(Brief, plain-language description of what your company does. Focus on outcomes, not marketing language.)

Example:

“We provide electrical installation, maintenance, and repair services for commercial and industrial facilities, including utility infrastructure and municipal buildings.”

3. Products & Services Offered

List your primary offerings, grouped clearly.

- _____
- _____
- _____

(Optional: Separate into Core Services vs. Supplemental Services)

4. Industry Focus & Target Clients

Industries Served:

- Manufacturing
- Utilities
- Healthcare
- Education
- Construction
- Transportation
- Government
- Commercial/Corporate
- Other: _____

Typical Client Types:

- OEMs
- Utilities
- Prime Contractors
- Corporations
- Public Agencies
- Universities/Hospitals

5. Supplier Diversity & Certifications

(Only include what applies. Do not list pending certifications as active.)

Certifications Held:

- MBE
- WBE
- DBE
- SBE

- 8(a)
- HUBZone
- SDVOSB/VOSB
- Other: _____

Certifying Authority: _____
Certification ID/Number: _____
Expiration/Renewal Date: _____

6. NAICS & Classification Codes

Primary NAICS Code(s): _____
Secondary NAICS Code(s): _____

(Optional, if applicable)

UNSPSC Code(s): _____
PSC Code(s): _____

7. Geographic Coverage

Primary Service Area:

- Local
- Statewide
- Regional
- National

States/Regions Served: _____

8. Past Performance (Corporate/Commercial)

Provide 2–3 representative examples.

Client Name: _____
Project/Contract Description: _____
Services Provided: _____
Contract Value (optional): _____
Performance Period: _____
Reference Available: Yes No

9. Capacity & Operational Readiness

Current Workforce Size:

- 1–5 6–10 11–25 26–50 50+

Ability to Scale:

- Yes No With Notice

Subcontractor/Partner Network:

- Yes No

Type of Insurance in Place:

- General Liability
 Workers' Compensation
 Professional Liability
 Auto
 Bonding (if applicable)

10. Compliance & Systems

Vendor Portal Experience:

- SAP Ariba
 Coupa
 Jaggaer
 Other: _____

Internal Systems:

- CRM
 Accounting Software
 Document Management
 Time & Project Tracking

11. Payment & Contract Preferences

Preferred Contract Types:

- Purchase Orders
 Master Services Agreements (MSA)
 Subcontracts
 Long-Term Agreements

Payment Terms Accepted:

- Net 30 Net 60
 Net 45 Other: _____

12. Additional Notes

(Use this section for unique differentiators, safety programs, sustainability initiatives, quality certifications, and diversity commitments)

13. Acknowledgment

I certify that the information provided is accurate and current.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____