



UPS Supplier Diversity Guidelines

Suppliers interested in participating in UPS's procurement process to offer their products and services should consider the following:

- Make sure UPS needs your service or product.
- Properly complete the application.
- Your online application form must be completely filled out. Be sure to upload your certification(s) from any third-party private and/or public organizations and agencies.

Know that as a UPS Supplier, Your Obligations Will Include:

- **Quality of Products and Services** - The products produced and services provided must be of the highest quality so that UPS can maintain its reputation for excellence.
- **Distribution/Delivery** - You must ensure distribution and shipment of any and all items to any UPS location, at all times.
- **Capacity** - You must provide an adequate volume of product and services which may require a global, national, regional and local coverage.
- **Financial Stability** - You must have adequate financial resources to produce and deliver the products and/or services to UPS when awarded a contract.

Frequently Asked Questions

What Qualifies a Business as a "Diverse Supplier"?

Minority-Owned Business

The term "minority-owned business" shall mean a business that is (1) at least 51 percent owned by one or more minority individuals or in the case of a publicly owned business, at least 51 percent of the stock of which is owned by one or more minority individuals and (2) whose management and daily business operations are controlled by one or more minority individuals. The term "minority" includes African American, Hispanic American, Asia Pacific American, Native American or Asian Indian American.

Woman-Owned Business

The term "woman-owned business" shall mean a business that is (1) at least 51 percent owned by one or more women or in the case of a publicly owned business, at least 51 percent of the stock of which is owned by one or more women and (2) whose management and daily business operations are controlled by one or more women.

Small Business Concern

The term "small business concern" shall mean a business defined pursuant to Section 3 of the Small Business Act (SBA) and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operation in which it is bidding and meets the size standards as prescribed in government regulation. Consult your regional or district SBA office if further clarification is needed.

Small Disadvantaged Business Concern

The term "small business concern owned and managed by Socially and economically disadvantaged individuals" means a "small business concern" (1) 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 socially and economically disadvantaged individuals and (2) whose management and daily business operations are controlled by one or more such individuals.

Lesbian, Gay, Bisexual and/or Transgender owned Business Enterprise (LGBTBE)

LGBT designated business enterprises are at least fifty-one percent (51%) owned, operated, managed, and controlled by an LGBT person or persons who are either U.S. citizens or lawful permanent residents; Exercise independence from any non-LGBT business enterprise; Have its principle place of business (headquarters) in the United States; and Have been formed as a legal entity in the United States.

Veteran Owned Small Business (VOSB)

VOSBs must be not less than 51 percent owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; The management and daily business operations of which are controlled by one or more veterans.

Disabled Veteran Business Enterprise

51 percent owned, controlled and operated by disabled veterans. The home office must be located in the United States and the home office cannot be a branch or subsidiary of a foreign corporation, foreign firm or other foreign-based business. A Disabled Veteran is a veteran of the United States Military service with a service-connected disability of at least 10% or more.

Disabled Business Enterprise

51 percent owned, controlled and operated by a handicapped individual or service-disabled individual. A handicapped individual is a person who has a physical, mental or emotional impairment, defect, ailment, disease or disability of a permanent nature, which in any way limits the selection of any type employment for which the person would otherwise be qualified or qualifiable.

HUBZone Business Enterprise

Owned, controlled and operated by one or more U.S. citizens, who has a business located within a historically underutilized business zone and employs at least 35 percent of its workforce from residents of a HUBZone.

Historically Black Colleges and Universities (HBCU)

Institutions established prior to 1964 whose principal mission was, and is, the education of black Americans. These institutions must be accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education.

Minority Institution (MI)

An institution of higher education whose enrollment of a single minority or a combination of minorities exceeds 50 percent of the total enrollment.

What Criteria Do You Use When Selecting a Supplier?

The criteria we use to select a diverse supplier are the same ones we use to select a majority supplier. This includes the ability to offer a product or service that is of high quality, competitively priced and that comes with an assurance of excellent customer service.

Is Certification a Requirement to Participate in UPS's Supplier Diversity Program?

Yes. Third-party public and/or private sector certifications are required. UPS does not accept self-certification. The company accepts certification from the following organizations and agencies:

National Minority Supplier Development Council
National Women Business Owners Corporation
Women's Business Enterprise National Council
National Gay and Lesbian Chamber of Commerce
The Small Business Administration (SBA) - 8a/SDB Programs

Other Federal, State and/or Local Government Agency Certifications:

Veteran (UPS needs verification from Department of Veterans Affairs, indicating honorable discharge from the armed services)

Disabled Veteran (UPS needs verification from Department of Veterans Affairs indicating that the business owner has a service-connected disability and was honorably discharged from the armed forces.)

Person with Disability (UPS needs copy of letter for benefits; e.g., parking placards, etc. UPS accepts documentations from federal or state agencies for organizations that employ people with disabilities.

Does Certification Ensure That I Will Be Able to Do Business With UPS?

No. Certification does not guarantee that your company will obtain business. Obtaining business is based on whether UPS has a need for your product and/or service. Another criterion is your ability to offer products and/or service and your value proposition during the Request for Proposal process.

How Can I Be Sure That My Business Meets the Supplier Diversity Process Guidelines?

Please review the Supplier Diversity Guidelines section. Corporate Supplier Diversity can also assist should you need more assistance.

Additional Information

If you need additional information, contact us at:

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