

New Vendor Setup Instructions

1. ***W-9** is required. If there is more than one name on the W-9, **please indicate which name will be used** for invoicing. **The W-9 MUST be on the current form, have a valid signature AND a current date (within a month from receipt).** The current form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. A new Vendor will not be setup without a correct W-9 form.
2. **Phone number** is required.
3. **Fax number** is required, if available.

*Exception: not required for magazine/newspaper subscriptions.
For these please send **Name and Address**

Send: **W-9, phone and fax numbers** to: Kathy Richards kr@ccd.edu

Additional Information:

New vendor requests should be sent by the requestor, not the vendor.

Some vendors do not accept Purchase Orders with payment terms. Please **verify that they will accept our POs with Net 30 payment terms**. If the vendor requires either a generic "credit letter" or a completed **credit application**, please include that with your New Vendor Request.

A **contact** person's name is not required. You may add a vendor contact name to your Purchase Order Requisition on the third screen.

Purchase order address: If the address to mail POs is different than what appears on the W-9, please include that, with explanation.

Payment address: Accounts Payable will automatically verify the payment address when processing the invoice, so it's not necessary for you to send this information.

Some vendors request or **require a faxed or emailed copy** of the PO instead of a hard copy sent by mail. Please let us know either when requesting the new vendor number, or in the "Comments" section on the first screen of your Purchase Order Requisition.

For Existing Vendors:

An **existing vendor** may have more than one valid address for sending both POs and Payments. You are able to choose these in the requisition. **Additional addresses** can be added to an established vendor, if needed.

Please forward **change of address notifications and vendor name change letters** by email, fax or district mail.

For further assistance, if you have any questions please contact:

Kathy Richards
Coast Community College District, Purchasing Department
Phone 714-438-4734 or **X84734**
Fax 714-438-4895 or **X84895**
District Mail: **District Purchasing/Kathy Richards**
Email **kr@ccd.edu**