PEOPLESOFT (PS) SUPPLIER APPLICATION PROCESS

When a requester/initiator decides to engage a 'new supplier' to purchase future products or services the requester/initiator will;

Verify whether this anticipated supplier currently is entered and approved in the PeopleSoft system and if so, use that Supplier ID number when creating the requisition.

If the intended supplier does not exist in PeopleSoft, then a new Supplier ID number will need to be established. Completing the Supplier Application form and IRS W-9 form is required as the initial step by the requester/initiator (*It is recommended that these two blank forms be forwarded by the requester/initiator to the supplier to complete (supplier has all the necessary information, first hand).

Use the following link to access the most current forms: https://www.sdccd.edu/about/departments-and-offices/business-technology-services-division/business-services/purchasing-vendors/forms.aspx

Upon completion, the supplier shall return the two forms to the requester/initiator.
The requester/initiator will review the forms for completeness, accuracy, and legibility.
If incomplete, inaccurate or illegible, the requester/initiator will return the form(s) to the supplier for revision.

If complete, the requester/initiator will perform the data entry into PS from the completed forms.
The supplier's W-9 and Supplier Application forms are uploaded in the supplier's profile for filing purposes and access by both Accounts Payable (AP) and Purchasing.
Thereafter, a Supplier ID is issued within PS. Enter that 10-digit Supplier ID number in the box (top right) of the Supplier Application form.
The data as entered will remain in an 'unapproved' status within PS until purchasing is notified and reviews and approves the content.
The requester/initiator then emails supplierintake@sdccd.edu requesting approval by Purchasing. Enter ONLY the supplier name and supplier ID number in the subject line of the email.

Purchasing will review and notify the requester/initiator via email when the supplier is approved.

Thereafter, the requester/initiator may obtain a quote and draft the requisition within PS, including the now approved supplier (ID).

Purchasing is responsible for reviewing the data entry performed by the requester/initiator and either approving in PS or sending the data back to the requester/initiator for revision.

The submitted W9 form is also (only) reviewed by Purchasing for completeness.
No decision or recommendation is made by Purchasing as to the actual tax status of the named supplier.

A cursory view is then performed by Purchasing as to the W9 content. The purpose of this task is to identify a possibility of the named supplier, individual or named partnership as potentially qualifying for Federal 1099 tax status. Purchasing reviews 1099 supplier status for analysis and determination by A/P staff. Purchasing will notify A/P if a new supplier needs to be tin matched prior to approval.

For assistance regarding entering a supplier, please contact the Purchasing and Contract Services Department at 619-388-6562.