

COMPLETE THE FOLLOWING:

- _____ Supplier Application
- _____ Federal Tax Form W-9 (2024 version)
- _____ PlanetBids Vendor Profile

Internal Use Only SUPPLIER ID	Internal Use Only SDCCD EMPLOYEE INITIALS

SUPPLIER APPLICATION

<input type="checkbox"/> NEW SUPPLIER <input type="checkbox"/> EXISTING SUPPLIER <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> STUDENT			
SUPPLIER INFORMATION			
Legal Business Name			
Doing Business As (DBA)			
PHYSICAL ADDRESS		PAYMENT REMITTANCE ADDRESS	
<input type="checkbox"/> Change of Address		<input type="checkbox"/> Same as mailing address	
Address: _____		Address: _____	
Address: _____		Address: _____	
City: _____ State: ____ Zip: _____		City: _____ State: ____ Zip: _____	
Company's Primary Phone Number			
Purchase Order Delivery Email Address			
Company Website			
Description of Commodity		<input type="checkbox"/> Goods <input type="checkbox"/> Services Are your products or services taxable in CA? _____	

SUPPLIER'S PRIMARY CONTACT INFORMATION			
Name		Phone	
Title		Email	

DIVERSITY BUSINESS ENTERPRISE INFORMATION (TO BE COMPLETED BY SUPPLIERS ONLY)	
<i>Consistent with State Law, administrative regulations, and the District's Equitable Opportunities for Business Enterprise Program, a specific declaration to your business ownership status is required for the District's reporting.</i> The San Diego Community College District verifies the following information through SAM.gov	
SAM.gov Unique Entity ID	

SUPPLIER INSURANCE DOCUMENTATION	
Please register your company with PlanetBids using the link below. Once your Supplier Application has been processed, you will receive an email from PlanetBids to submit your Certificate of Insurance. The Supplier Application process is NOT complete until the District has received and verified insurance documentation.	
https://pbsystem.planetbids.com/portal/57760/portal-home	

The District requires Net 30 Payment terms when placing orders. If your company requires credit terms to be established, please notify the SDCCD Purchasing and Contracts department at purchase@sdccd.edu or 619.388.6562.