

Vendor ID (Colleague)
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## VENDOR INTAKE / SETUP FORM

- New Vendor:** Complete **ALL** the information below.
- Existing Vendor:** Enter Vendor ID # (in box at top right) and indicate changes below.
- Employee or Student:** Complete and send directly to Accounts Payable.

\*DBA Name (as shown on your invoice)

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Primary Contact Name

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New Address (or moved to)

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Old Address (if moved from)

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Add sequence       API       Add change

City

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State

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Zip Code

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Telephone

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Fax

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Email

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Vendor Website address

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Commodity Code(s)

[Click here for list of commodity codes.](#)

**New Vendors must submit a completed & SIGNED W-9 Form to effect payment.**

[Click here to retrieve the W-9 Form from the IRS website](#)  
<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

*\*Notification of Company/Corporation name change MUST originate from vendor.*

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### MINORITY, WOMAN AND DISABLED VETERAN-OWNED BUSINESS ENTERPRISE CERTIFICATION SECTION

This section **MUST BE COMPLETED** for the District's State Reporting.

**Business Category**

- Minority-Owned
- Woman-Owned
- Disabled-Veteran-Owned

**Ethnicity**

- Native American/Alaskan Native
- Asian/Pacific Islander
- Black/African American
- Hispanic/Latino
- Caucasian/White

Consistent with State law, administrative regulations, and the District's Equitable Opportunities for Business Enterprises Program, a specific declaration as to your status is required.

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SDCCD Employee: Enter Name & Email address to be notified by Purchasing of the Vendor ID number.

Name

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Email Address

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*Email this Vendor Intake/Setup form to the appropriate Tech listed below. If vendor is new, include the W-9 form.*

*The Tech's area of responsibility is based on the FIRST LETTER of the Individual's LAST NAME, or the FIRST LETTER of the Company Name.*

SDCCD, District Office, Purchasing and Contract Services

- A – I                      Karen Woods
- J – R                      Judith Griffin
- S – Z & #'s              Arsenia Tantoco

# Vendor/Supplier Intake/Setup Form Procedure

## Purpose

This form is used for setting up New Vendors in the Colleague Finance System. And recently this form is also being used for making revisions in the system to an existing vendor (e.g., address change; add an address sequence, contact information, etc.)

## The Initiator:

### **For New Vendors**

- 1) Contacts the vendor to obtain the information requested on the Vendor Intake/Setup Form.
- 2) Completes (or asks the vendor to complete the form) and submits the form to Purchasing via email. Where possible, keep in Excel format for copying and pasting function in set up. After saving the completed form on your Desktop, select File, Send To, Mail Recipient (as Attachment), enter the name of the appropriate Tech and click Send.

### **For Existing Vendors**

- 1) Enters the Vendor ID number in the box (top right) of the Intake Form and enters vendor name to confirm. Enter only the changes needed for that vendor. Send to Purchasing.

Note: Notification of Company/Corporation name change **MUST** come from vendor.

## The Tech:

- 1) Sets up the new vendor ID number in the Colleague Financial system
- 2) Emails the vendor ID number to the Initiator. (Note: when sending via email, press Enter (to move to a different cell) after ID number is entered, then select File, Send To, Mail Recipient (as Attachment) to return to Initiator.

**Any requests for setting up an employee or a student in the Colleague Finance database system are to be sent to Accounts Payable.**

The Tech's area of responsibility is based on the FIRST LETTER of the Individual's LAST NAME, or the FIRST LETTER of the Company Name.

SDCCD, District Office, Purchasing and Contract Services