



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 District Equitable Opportunities, if your business is registered on SAM.gov, please provide the unique ID in the field below.</i>	
SAM.gov Unique Entity ID :	

SUPPLIER INSURANCE DOCUMENTATION
<p>A Certificate of Insurance (COI) is required for any supplier coming onsite to District property to perform work. 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.</p> <p><i>The Supplier Application process is NOT complete until the District has received and verified insurance documentation, if applicable.</i></p> <p style="text-align: center;">https://pbsystem.planetbids.com/portal/57760/portal-home</p>

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.