



**COMPLETE THE FOLLOWING:**

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

Internal Use Only <b>SUPPLIER ID</b>	Internal Use Only <b>SDCCD EMPLOYEE INITIALS</b>

**SUPPLIER APPLICATION**

<input type="checkbox"/> <b>NEW SUPPLIER</b> <input type="checkbox"/> <b>EXISTING SUPPLIER</b> <input type="checkbox"/> <b>EMPLOYEE</b> <input type="checkbox"/> <b>STUDENT</b>			
<b>SUPPLIER INFORMATION</b>			
Legal Business Name			
Doing Business As (DBA)			
<b>PHYSICAL ADDRESS</b>		<b>PAYMENT REMITTANCE ADDRESS</b>	
<input type="checkbox"/> <b>Change of Address</b>		<input type="checkbox"/> <b>Same as mailing address</b>	
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? _____	

<b>SUPPLIER'S PRIMARY CONTACT INFORMATION</b>			
Name		Phone	
Title		Email	

<b>DIVERSITY BUSINESS ENTERPRISE INFORMATION (TO BE COMPLETED BY SUPPLIERS ONLY)</b>	
<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> <b>The San Diego Community College District verifies the following information through SAM.gov</b>	
SAM.gov Unique Entity ID	

<b>SUPPLIER INSURANCE DOCUMENTATION</b>	
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. <b>The Supplier Application process is NOT complete until the District has received and verified insurance documentation.</b>	
<a href="https://pbsystem.planetbids.com/portal/57760/portal-home">https://pbsystem.planetbids.com/portal/57760/portal-home</a>	

**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](mailto:purchase@sdccd.edu) or 619.388.6562.**