
From: Pattie Grela
To: DL for Purchasing Users
Sent: Thursday, January 11, 2007 10:43 AM
Subject: VENDOR INTAKE/SETUP FORM -- W/UPDATED LINKS

Subject: [VENDOR INTAKE/SETUP FORM \(WITH UPDATED LINKS\)](#)
Message No: 6

As part of our ongoing process improvement, the Purchasing and Contract Services Department has developed and implemented a "Vendor Intake/Setup Form". The form's purpose is intended to clarify and standardize new vendor information for insertion into the Colleague vendor database. The form should be completed and submitted to the Purchasing and Contract Services Department PRIOR to requisition draft and approval.

Click on the link to the [Vendor Intake/Setup Form](#) which is located on [Purchasing's website](#) (navigate to the For Employees page, and click on Forms button). Be sure and read the [Procedure](#) for assistance.

Please contact any of the Purchasing Department staff with your questions or comments.

It is our intent to use this distribution list to transmit information and updates related to the Procurement module of SDCCD's Colleague Financial system, as well as the general purchasing of goods and services. These notices are directed to initiators, approvers, and receivers and will be issued from time to time. We invite you to peruse our website <http://bussrv.sdccd.edu/purchasing/> which has information for employees and vendors.