

Supplier Intake/Setup Form Procedure

Purpose:

This form is used for setting up New Suppliers and for making revisions in the system to an existing supplier. (e.g., address change; add an address sequence, contact information, etc.)

The Initiator:

Checks PeopleSoft first to verify if there is an existing Supplier ID number in the system.

For Existing Suppliers

- 1) If there is no existing ID number, check Colleague (DATATEL) to verify if there is an existing Supplier ID number. If there is no existing number, then a new Supplier ID number must be set up by using the Colleague Supplier ID number and adding 3 zeros (000) before the Colleague number. Use this number to set up the supplier in PeopleSoft.

For New Suppliers

- 2) Contacts the supplier to fill out the W-9 and Supplier Intake forms entirely. Checks that all fields are completed and include the initiators name and email address. Enters the supplier information into PeopleSoft.
- 3) Enters the Supplier ID number in the box (top right) of the Supplier Intake Form and submit the Supplier Intake form and W-9 form to Purchasing for approval via the **Supplier Intake** folder (supplierintake@sdccd.edu). Enter **ONLY** the Supplier Name & ID number in the subject line of the email.

Note: Notification of Company/Corporation name change **MUST** come from supplier in writing.

The Techs:

- 1) Will review the information submitted for accuracy and approve the supplier. Techs will email the Initiator when the supplier information is approved.

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