

Classified Institute CRC Business Services and DO Fiscal

January 9, 2023



COSUMNES
RIVER COLLEGE

Vendor Packets

- CRC Expert
New Vendors

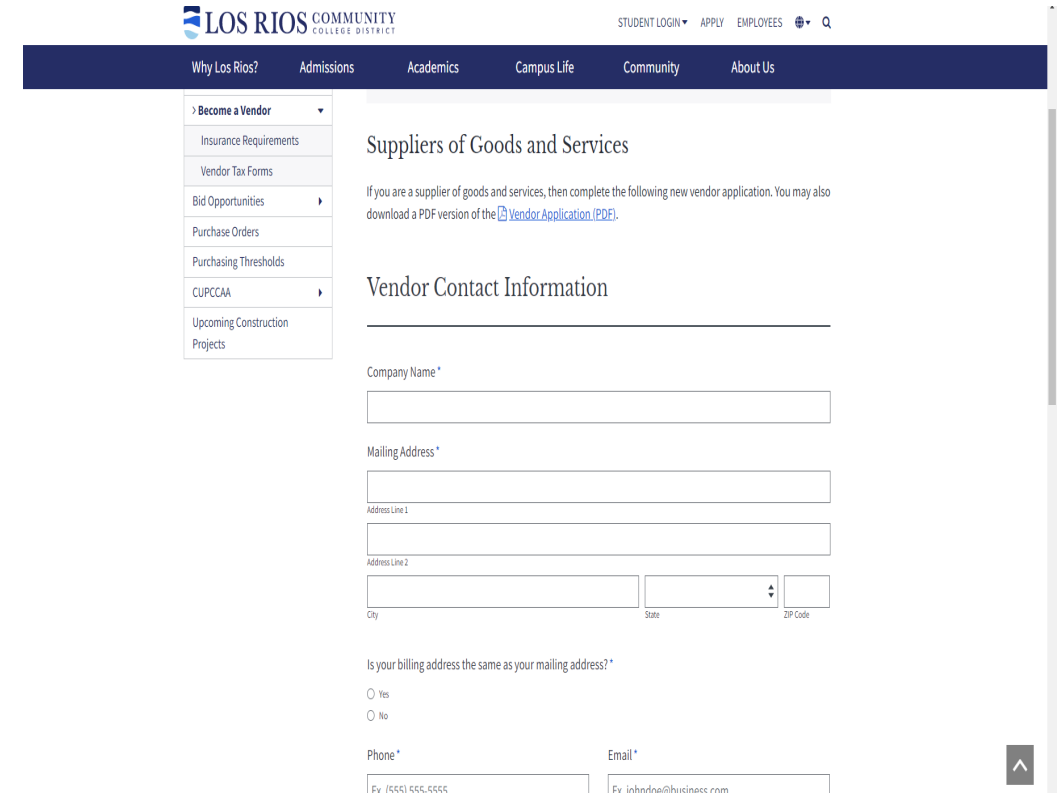
- 1) Have new vendors fill out the Vendor Contact Information: <https://losrios.edu/community/doing-business-with-los-rios/become-a-vendor>

Online is fastest: Have the vendor fill out the vendor packet online.

- Tell the vendor when asked: Who referred you to Los Rios Community College District? * put your name, so you will be notified once the vendor is approved.
- Insurance is only needed for services, not products.
- The vendor must attach their W-9.

PDF: Vendor Packet PDF will work too, but process time is slower.
PDF is found on the above website.

- 2) Enter the requisition once the vendor is on the vendor list.
If you need to enter the requisition sooner, you can go ahead and enter the vendor as MISC in PeopleSoft and indicate vendor packet is on the way in the comments, although this can be a little bit slower.



Vendor Packets

- DO Expert
 - Most common reason vendor packet forms returned:
 1. Vendor hasn't provided a completed vendor application
 2. Missing tax form/s or incomplete (590, 587, etc.) especially for individual/sole proprietor
 3. Incomplete W-9 (type of entity not checked, form not signed, etc.)
 4. Complete Insurance for services (COI is not needed for supplies 😊)
 - Sign of Expertise
 - Supplier will show up in People Soft (PS) so requisition can be entered. Or completed application attached to the requisition.

Vendor Packets

- [Vendor Application](#)
(live web link)



The screenshot shows the Los Rios Community College District website. The header includes the college logo and navigation links: STUDENT LOGIN, APPLY, EMPLOYEES, and a search icon. A dark blue navigation bar contains links for Why Los Rios?, Admissions, Academics, Campus Life, Community, and About Us. A sidebar menu on the left lists various vendor-related links, with 'Become a Vendor' expanded to show sub-links: Insurance Requirements, Vendor Tax Forms, Bid Opportunities, Purchase Orders, Purchasing Thresholds, CUPCCAA, and Upcoming Construction Projects. The main content area is titled 'Suppliers of Goods and Services' and includes a paragraph explaining the application process. Below this is a section titled 'Vendor Contact Information' with a form containing fields for Company Name, Mailing Address (Address Line 1 and Address Line 2), City, State, ZIP Code, Phone, and Email. There are also radio buttons for 'Is your billing address the same as your mailing address?'.

LOS RIOS COMMUNITY COLLEGE DISTRICT

STUDENT LOGIN APPLY EMPLOYEES

Why Los Rios? Admissions Academics Campus Life Community About Us

Become a Vendor

- Insurance Requirements
- Vendor Tax Forms
- Bid Opportunities
- Purchase Orders
- Purchasing Thresholds
- CUPCCAA
- Upcoming Construction Projects

Suppliers of Goods and Services

If you are a supplier of goods and services, then complete the following new vendor application. You may also download a PDF version of the [Vendor Application \(PDF\)](#).

Vendor Contact Information

Company Name *

Mailing Address *

Address Line 1

Address Line 2

City State ZIP Code

Is your billing address the same as your mailing address? *

☐ Yes

☐ No

Phone *

Email *

Questions