

INSTRUCTIONS FOR NEW VENDOR

Vendor Packet

1. Have the vendor complete the entire [Vendor Packet](#) including the application, IRS W-9 form, appropriate CA Tax Form and return all documents back to the department.

NOTE: All new vendors are required to complete the new vendor packet. Those supplying goods/product can submit only a W-9 form.

2. Create online requisition and select supplier as MISC in the Requisition Defaults
 - a. Attach the completed vendor packet to the online requisition with quote. If vendor packet was forwarded directly to DO – Purchasing, note this information in the comment section.
 - b. Enter the new vendor Name, Address and Email in the comments section
3. Submit the requisition to the [ARCRequisition](#) email for processing.

If Using Campus Based Funds

1. Have the vendor complete the entire Vendor packet including the application, IRS W-9 form, appropriate CA Tax Form and return all to you.
2. Attached completed vendor packet to a Campus Based Fund Requisition Form and submit to Dean or Other Authorized Signer for approval.
3. Dean or Other Authorized Signer to forward all documents to [ARC BSO Campus Based Funds](#) email.