

Instructions

- **Legal Name of Vendor:** Enter or type the Business name in this cell.
- **Taxpayer Identification Number OR:** Enter or type your nine digit Taxpayer Identification Number in this cell if the business has one. This is a number given to the Business by the IRS.
- **Social Security Number OR:** If the Business does not have a Taxpayer Identification Number, enter or type the **Social Security Number** of the individual doing business with the Los Angeles Community College District in this cell.
- **Employer Identification Number:** Enter the Business Employer Identification Number in this cell if the business has one. If the Business Taxpayer ID Number is entered, do not enter the Employer Identification Number.
- **Telephone Number:** Enter or type the Business Telephone Number in this cell.
- **Contractor License info:**
 - **Class:** For Contractors, enter your license class in this cell.
 - **License No:** For contractors, enter your Contractor's license Number in this cell.
- **Sales Contact**
 - **Person/Name:** Enter or type the Sales Contact Person name in this cell.
 - **Telephone Number:** Enter or type the Sales Contact Person telephone number in this cell.
 - **Fax:** Enter or type the Sales Contact Person Fax Number in this cell
 - **Email:** Enter or type the Sales Contact Person email address in this cell.
- **A/P (Accounts Payable)**
 - **Person/Name:** Enter or type the Accounts Payable Contact Person name in this cell.
 - **Telephone Number:** Enter or type the Accounts Payable Contact Person telephone number in this cell.
 - **Fax:** Enter your Business Accounts Payable Contact Fax Number in this cell
 - **Email:** Enter the Accounts Payable Contact Person email address in this cell.
- **Payment term (will be set to Net 30 unless otherwise specified):** Enter the Business required payment term in this cell. If no payment term is entered, the payment will be made at Net 30.
- **Shipping Terms FOB Destination (Choose one of the following):**
 - If the Business shipping cost is prepaid and the Business will incur the shipping cost or the item(s) will be shipped for free, check **"Prepaid and Allowed"** or if the Business cost is prepaid and the shipping cost will be added to the invoice, then check **"Prepaid and Added to invoice"**
- **LACCD Customer Number Assigned:** Enter the LACCD assigned account number for the Business if the Business has one or previously had one with a different name.
- **Product Code Categories (see the Product Code tab for a list of product codes):** Enter the Product code from the list provided on the Spreadsheet entitled **"Product Code"**. For example, for **Office Supplies Business** enter **"OFC Supply"**.
- **Check the category/categories under which the business qualifies (See the Vendor Letter tab for an explanation):**
 - (MBE) (DVBE) (WBE) (SBE) **Decline to State:** Refer to the spreadsheet entitled **"Vendor Letter"** and check the category under which the Business can be classified. For example Small Business Enterprise will be classified under (SBE).
- **If the Purchase Requisition is already created, please provide:**
 - **(1) Purchase Requisition Number:_____ (2) College Proc. Aide Name_____:**
 - (1) Provide the Purchase Requisition Number (PR) if the number is known or given to you by the Purchasing Aide.
 - (2) Provide the Purchasing Aide name that is assisting you with the purchase transaction if you know the name.
 - **Address Information**
- **Main Address:** Enter the main or head office address in this cell.
 - **Address:** Enter the Street Address of the Business head or main office.
 - **City** : Enter the City name in this cell.
 - **State** : Enter the State name in this cell.
 - **ZIP** : Enter the Zip code in this cell.
- **Mailing Address (if different from the above):** Enter the mailing address in this cell if different from the main office address.
 - **Address:** Enter the Street mailing address in this cell.
 - **City** : Enter the City name
 - **State** : Enter the State name
 - **ZIP** : Enter the Zip code.
- **Payment Address (if different from the above):** Enter the payment address if different from the Main office address.
 - **Address:** Enter the Street mailing address.
 - **City** : Enter the City name
 - **State** : Enter the State name
 - **ZIP** : Enter the Zip code.
- **Alternate Payment Address (if different from the above):** Enter the alternate payment address if different from the payment address.
 - **Address:** Enter the Street mailing address.
 - **City** : Enter the City name
 - **State** : Enter the State name
 - **ZIP** : Enter the Zip code.
- **Web Page Address:** Enter the Business Web Page Address.

