



Southwestern Community College District
Procurement, Central Services & Risk Management
900 Otay Lakes Rd. 46E-170, Chula Vista, CA 91910

Internal Use Only

SUPPLIER ID

VENDOR INFORMATION FORM

We have received a request to enter your company into our system so that you can provide Southwestern Community College District with products or services on a Net 30-Day basis, if discounted terms are available. **Please complete this vendor information form and return promptly via email to purchasing@swccd.edu.**

Order Information and W-9 must be current. All Forms must be filled out and returned before we can proceed with purchase orders or invoice payments. Please type or if handwritten make it clear and legible.

RECORD TYPE (select one): <input type="checkbox"/> NEW <input type="checkbox"/> UPDATE			
SUPPLIER INFORMATION			
Company/Individual Name:			
DBA (Doing Business As):			
Federal Tax ID/EIN:			
MAILING ADDRESS		BILLING ADDRESS	
<input type="checkbox"/> Change of address		<input type="checkbox"/> Change of address <input type="checkbox"/> Same as mailing address	
Address:		Address:	
Address:		Address:	
City:		City:	
State:	Zip:	State:	Zip:
Phone:		Phone:	
Email Address:		Email Address:	
SUPPLIER'S ORDER CONTACT INFORMATION			
Name:		Phone:	
Title:		Email:	
BUSINESS CERTIFICATION INFORMATION			
Business Certification	Check all that apply	Certifying Agency	*Certification Number
Small Business Enterprise (SBE)	<input type="checkbox"/>		
Minority-Owned Business Enterprise (MBE)	<input type="checkbox"/>		
Woman-Owned Business Enterprise (WBE)	<input type="checkbox"/>		
Disabled Veteran Business Enterprise (DVBE)	<input type="checkbox"/>		
Other Business Enterprise:	<input type="checkbox"/>		
None of the Above	<input type="checkbox"/>		

****A COPY OF THE BUSINESS CERTIFICATION MUST ACCOMPANY THIS FORM***

As a public entity, Southwestern Community College District requires Board approval for all agreements. Please be aware that once the agenda is posted on the District's website, all information on the Agreement becomes public and accessible to anyone visiting the site. The District strongly encourages businesses to avoid using personal information, such as addresses, phone numbers, and emails. Please include only business-related information.

Revised 02/03/2025