



*"Preparing today's students to
succeed in tomorrow's world"*

Dear Vendor:

The Purchasing and Accounting Departments of the Saddleback Valley Unified School District are continually updating the District Vendor Base. This Vendor Base is used to select companies to be considered for future business opportunities with the District.

If you wish to be included in the Vendor Base, please complete and return the necessary forms. The forms to complete are: "Vendor File Maintenance Form", Commodity/Contractual Services List" (commodities/services purchased by the District), and the "Taxpayer Identification Number and Certification". These forms and instructions for completion are found on the Purchasing Department website.

The Vendor File Maintenance Form should be completed by providing the required company information. Miscellaneous Services not identified on the Commodity List may be added on this form. In lieu of a signature, type in the name of the person authorized to officiate for the company.

The Commodity, Contractual Services List is completed to indicate the firm's name and product or service to be provided. Double click on the box for the commodity and mark "checked" in the default value, then click "ok". Repeat this for all desired commodities.

The Commodity categories are indicated with alpha groupings A, B or C. These represent the primary buyer groupings in the Purchasing Department. The completed Vendor File Maintenance and Commodity Contractual Services List should be electronically returned to the address corresponding to the commodity code as listed on the form. This will alert the appropriate buyer to the application and will automatically include your firm and commodities in the Bidder's File. For example, if you wish to provide fencing materials < Installation, send the forms to the address for "A".

Commodity-Group-A@SVUSD.ORG.

The W-9 Form must be signed manually; electronic signatures are not acceptable. These forms must be signed and mailed to the Purchasing Department. Please provide this information on the W-9 even if you have furnished the same information on the other forms.

If you have any questions, please call 949-580-3257.

Sincerely,

Roy B. Baker III, C.P.M.
Purchasing Manager

RBB/lm
Enclosure

**SADDLEBACK VALLEY
UNIFIED SCHOOL DISTRICT**

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