



City and County of San Francisco Vendor Profile Application
New Vendor Number Request (Vendor Add)
General Instructions for Form VenAdd-2010-09

The Vendor File is part of the City's Accounting and Purchasing Systems and is used when generating payments and purchase orders. The granting of a vendor number does not mean that the vendor is a City compliant and approved vendor.

Every new vendor is required to contact and complete forms for Business Tax and the Human Rights Commission as well. Their contact information is listed at the end of these instructions.

Please type (or print clearly) all information on the Vendor Profile Application. All information must be complete and accurate so Vendor File Support can add the prospective vendor to its Vendor File. In addition, if you provide commodity codes as explained below, they will help system users with selecting appropriate vendors for a particular need.

Once the application is submitted with all the required forms, Vendor File Support will assign the vendor a unique 5-digit vendor number to be used for identifying purposes with City departments. The vendor should refer to their assigned number when conducting business with the City. A completed sample application can be found starting on page 5.

If you have any questions regarding the Vendor Profile Application process, please contact the Vendor File Support Help Desk at (415) 554-6702, between the hours of 9:00 a.m. to 5:00 p.m., Pacific Standard Time.

1. **a. Who is making this request?**

Print your name, phone number, and email address.

b. Relationship to Vendor – Please check one of the following:

- I am the Owner/Partner. Specify job title if applicable.
- I am a Vendor representative (i.e. "CFO", "Executive Director", "Manager", etc. – specify your job title if applicable).
- I am a City employee making this request on behalf of the City. I have no personal involvement with this vendor (Specify your City department name and your job title).
- Other – please explain.

2. **Reason for new vendor request? Please check one of the following:**

- a.** Direct Purchase Order or Blanket Purchase order for commodities – check this box to receive/prepare payment for goods or services provided to the City.
- b.** Professional Services or Construction Contract – check this box for setting up ongoing contracts such as regularly scheduled maintenance and service, repairs and rentals.
- c.** Bid Proposal – check this box to submit a bid proposal for goods/services.
- d.** Grant Agreement – Generally for community-based or non-profit organizations, a grant agreement between the City and the prospective vendor.
- e.** Other - please explain.

3. **You must attach a complete and signed IRS W-9 form.**

Vendor File Support cannot assign City vendor numbers without the vendor's W-9. The application process will be put "on hold" until a W-9 is received. For information on how to complete the W-9 form, visit <http://www.irs.gov/>.

4. **Is any owner, partner, contractor, employee or employee family member for this vendor also a current or former City employee?**

City employees cannot conduct independent business transactions with the City. Any existing business relationship between a vendor and current City employee may reflect a conflict of interest. Please disclose any relationships between City employees and the prospective vendor.

Examples of conflict of interest:

- Prospective vendor is a current City employee.
- The spouse/partner of prospective vendor is a city employee.
- Prospective vendor has a relative working for the City.

5. **Type of Organization:** Please check one of the following:

- a. Private Business (for profit)
- b. Non-Profit Organization (public organization, national association, etc.)
- c. Government and/or Public Agency (schools, government-operated/funded agency, etc.)
- d. Other (please describe)

If you check "b" or "c", please contact the Business Tax Division for additional requirements. Contact information is listed at the end of these instructions.

6. **New Vendor Information**

Vendor Name: Provide the full legal name the vendor will be using to do business with the City. It should match the name provided on the vendor's W-9 form. You should provide the name exactly as you wish it to appear on any subsequent documents, such as purchase orders or checks.
Example: ABC Company, Inc. or Smith & Company

Website: Enter in the vendor company's web address. *Example: www.abcco.com*

Primary Contact Name & Title: Provide the name and title of the primary contact person for the vendor.

Phone/Fax/Toll Free number: Type in the area code and phone number, including extension if appropriate.

Email address: Type in the primary contact's email address.

7. **Vendor Business Address(es)**

General Business Address: Enter the primary vendor address. If there are multiple locations for your company, please identify each address (i.e. "shipping warehouse", "main headquarters", "corporate office", etc.). This should include:

- Complete mailing address including the street, route, suite, or post office box.
- City, State, and ZIP Code. Provide ZIP+4 if available.

Bid Address: If different from the General address, enter the address where the City should mail bid solicitations.

Purchase Order address: If different from the General address, enter the address where the City should mail contractual documents (purchase orders, etc.). On the 3rd line, please list the contact person who has appropriate authority to execute contracts for the vendor.

Payment/Remittance Address: Enter the address to which the City should mail payments, if different from the General address.

8. **Automated Clearing House (ACH) electronic payments:**

The City and County of San Francisco makes daily electronic payments with remittance information to vendors. This service is provided through PayMode-X, a business-to-business electronic payment system. PayMode-X is a secure, Internet-based service for making electronic payments to vendors, suppliers, and service providers. This is the City's only method of providing payment.

To enroll, please visit <http://www.sfgov.org/ach>

You will need the following:

- Your company's legal name, main telephone number and all physical and remittance addresses used by your company.
- Your company's U.S. federal employer identification number (EIN) or Social Security number (SSN) if you are a sole proprietor.
- ***Please note that the EIN/SSN you register with Paymode-X must match the EIN/SSN you registered with the City's vendor database.*** If you use more than one EIN/SSN, please contact the City at ACH.Support@sfgov.org so that the City can properly identify your City vendor number.
- Your company's bank account information, including routing and account numbers.

If you already have a Paymode-X account or if you have any questions regarding ACH payments, please let us know by sending an email to ACH.Support@sfgov.org

9. **Vendor Commodity and Service Codes:**

The City has created its own set of unique 6-digit commodity codes that are used to identify the various supplies and/or services that vendors provide. A complete list of the sub-class codes covering materials, supplies, equipment (including repair/maintenance and rentals) and professional/general services is available online as an Adobe PDF file at <http://www.sfgsa.org/Modules/ShowDocument.aspx?documentid=772> under the heading "Commodity Codes".

Please review the listing and select the proper 6-digit codes that best identify the products or

services the vendor provides. The coding system used to identify the commodities and services by the City are designed as follows:

- a. First, commodities and services are broadly categorized with a 4-digit class number.

Example: 9425 – Furniture

- b. Next, within each class, an additional 2-digit sub-class code designates the specific type, application, or typical vendor product lines.

Examples: 9425-17 -- Hospital & Laboratory Furniture

9425-06 -- General Office Furniture

9425-24 -- Outdoor Recreational Furniture

For Commodities and Services Not Listed: If, after reviewing the commodity and service listings, you cannot identify the codes which best describe what you supply, please provide a full description of the commodities or services in the space provided below the Vendor Commodity and Service Codes section. The City will review its requirements and, if applicable, add these to its database.

10. Completing and Returning Application

Name, Title, Signature, and Date:

Print your name and title. Sign (your handwritten signature) and date the completed application before returning.

Return Completed Application to: You have 4 options to send your application. Please send via one option only.

- a. Mail the application to:

City and County of San Francisco

Vendor Profile Application

Vendor File Support

City Hall, Room 484

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102-4685

- b. Fax the application to: (415) 554-6261

- c. Email the application to: vendor.file.support@sfgov.org

Note: if you send by email, you will need to scan your W-9 form as well as page 2 of the application that requires your handwritten signature; please attach them to the email.

- d. Mail via interoffice/City department mail: Vendor File Support
City Hall, Room 484

Additional contact information for other vendor requirements:

- a. Business Tax Division

Phone: (415) 554-6718 or (415) 554-4400 (General Taxpayer Assistance)
Form: Business Tax Declaration P-25

b. Contract Monitoring Unit

Phone: (415) 581-2310
Form: CMD 12B/12C

c. Paymode-X (ACH electronic payment service)

Sign up by logging into www.sfgov.org/ach



City & County of San Francisco Vendor Profile Application New Vendor Number Request (Vendor Add)

Date: _____

For City employee reimbursements, do not use this form; please see your Department liaison about getting an Employee Reimbursement Number.

This form is to be used for adding vendors to the City's vendor file, which is used by the City's Accounting and Purchasing Systems in generating payments and purchase orders.

The granting of a vendor number does not mean that the vendor is a City compliant and approved vendor.

Please read and follow the separate instructions for this form.

VENDOR NUMBER
ASSIGNED
Vendor File Use Only

1. a. Who is making this request?

Requester's Name: _____
 Requester's Phone Number: _____
 Requester's Email Address: _____

b. Requester's relationship to Vendor (please check one box):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Owner/Partner
(specify job title below if applicable)

_____ | <input type="checkbox"/> Vendor representative (i.e. "CFO", "Executive Director", "Manager", etc. - specify job title below if applicable)

_____ | <input type="checkbox"/> City employee requesting on behalf of the City. I have no other involvement with this vendor (Specify your City department and job title below).

_____ | <input type="checkbox"/> Other (explain below):

_____ |
|---|--|---|---|

2. Reason for new vendor request? (check one box):

- a. Direct Purchase Order or Blanket Purchase Order for commodities (payment for goods or services)
- b. Professional Services or Construction Contract
- c. Bid Proposal (submit bid for goods or services)
- d. Grant Agreement (generally for community-based or non-profit organizations)
- e. Other (explain in full):

3. You must attach a complete & signed IRS W-9 form. Vendor numbers are not assigned without a W-9 form.

4. Is any owner, partner, contractor, employee or employee family member of this vendor also a current or former City employee?

- No
- Yes: Please explain the relationship of the current or former City employee to this vendor.

5. Type of Organization (You will need to contact the Business Tax Division for a Tax Certificate. Also, if you mark "b" or "c", Business Tax will explain the requirements)

- a. Private business (for profit)
- b. Non-Profit Organization (public organizations, national associations, etc.)
- c. Government and/or Public Agency (schools, government-operated/funded agencies, etc.)
- d. Other (please describe): _____

6. New Vendor Information

Vendor Name: _____	Website: _____
Primary Contact Name: _____	Phone Number: _____
Contact's Title: _____	Fax Number: _____
Toll Free Number: _____	Email Address: _____

Date add made: _____	Vendor File Support Use Only	Entry reviewed by: _____
Vendor add done by: _____		Entry review date: _____

Turn <over> to complete application



City & County of San Francisco Vendor Profile Application - continued
New Vendor Number Request (Vendor Add)- continued

7. Vendor Business Address (es)

General Business Address (Street/City/State/ZIP)	Bid Address (if different from General)
Purchase Order Address (if different)	Payment/Remittance Address (if different)

8. The City and County of San Francisco provides Automated Clearing House (ACH) payments through PayMode-X, the City's 3rd party payment provider. This service deposits electronic payments directly into your bank account. There is no charge from the City or Paymode-X to use this service. This is the City's only method of providing payment. If you have questions regarding ACH, please contact ACH.Support@sfgov.org

Please visit the following website to sign up: www.sfgov.org/ach

Primary Contact: _____ Phone: _____ Email: _____

If you are already a Paymode-X user, please let us know by sending an email to ACH.Support@sfgov.org.

9. Vendor Commodity and Service Codes:

example: 9720-09

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Commodities and/or Services not listed (provide detailed description:

10. Completing and Returning Application

Name of Person Completing Form: _____

Title: _____

Handwritten Signature: _____

Date: _____

Return completed Application to one of the following four destination options (Please choose one option only):

- a. **Mail to:** Vendor Profile Application
City and County of San Francisco
Vendor File Support
City Hall, Room 484
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4685

- b. **Fax to: (415) 554-6261**

- c. **Email to: Vendor.File.Support@sfgov.org**

note: if using email, you must scan page 2 (this page) of the application with your handwritten signature and send as an Adobe PDF file.

- d. **Interoffice Mail:** Vendor File Support
City Hall, Room 484