VENDOR GUIDELINES
Acquiring Information for New Vendors

Definition of a New Vendor

Any company or individual that Hartnell intends to do business with for the first time is a new vendor. Hartnell needs to obtain *required* information about new vendors *prior* to doing business with them – this includes Check Request vendors as well as Purchase Order vendors. If you are not sure whether a vendor is new or not, please contact the Purchasing Department.

Note regarding Mercury Commerce
If you do not find a vendor you are looking for, the vendor may not necessarily be new – it may be that they have just never been added to the Mercury Commerce database. Please contact the Purchasing Dept to determine if a vendor is new.

Required Documentation

Once it has been determined that a vendor is new, the vendor needs to fill out the Vendor Information Form. Vendors providing services need to also submit a copy of their Business License; if the services are provided on district property, we also need a Certificate of Insurance. All documentation needs to be submitted by the vendor to the Purchasing Department.

- **Vendor Information Form**
  - The Vendor Information Form can be found on both the Purchasing website (under Forms) and the Business Office website (under Forms and Training).
  - Send the Vendor Information Form to the prospective vendor (email is the best method).

- **Business License**
  - Required for a business to legally operate; issued by the city the business operates in.

- **Certificate of Insurance**
  - The Certificate of Insurance must be for no less than $1,000,000 dollars each occurrence, the Certificate Holder field must read "Hartnell Community College District, 411 Central Avenue, Salinas CA 93901", the Description of Operations field may be general or project specific, and the certificate must include the Additional Insured endorsement that amends the policy.

Only after the documents are received by Purchasing and reviewed for completeness will a vendor be added to our system. Purchase Orders and payments cannot and will not be issued until the vendor record is created.