RICHLAND ONE
ENGAGE • EDUCATE • EMPOWER
Procurement Services
Central Services Facility

New Instructions for Submitting
Vendor Applications and Ratifications

Instructions for Vendor Applications

Procurement Services has created an email account for **vendor applications and updated vendor information.** The Procurement Service email address is procurement@richlandone.org.

Completed **vendor applications** or updated information must be sent according to the following steps:

Submitting Vendor Applications

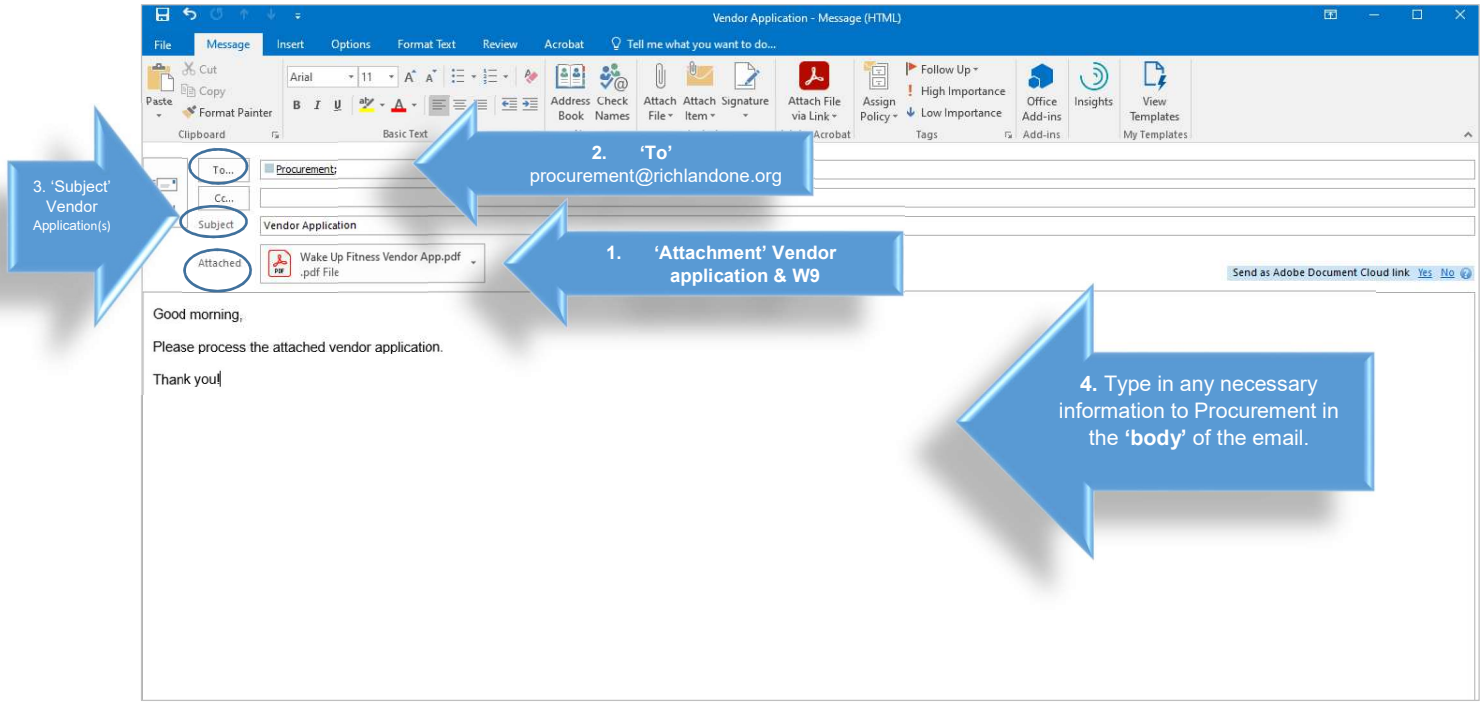
1. Type in procurement@richlandone.org in the '**To**' field.
2. Attach completed vendor application(s), to include the W9, to the email.
3. Type '**Vendor Application** in the '**Subject Line**'
   - If **updated** information such as an address, phone number, email address, or an updated vendor application is being submitted, type '**Updated Vendor Information**' in the '**Subject Line**'.
4. Key in any necessary information into the **'Body'** of the email that should be relayed to Procurement Services.

****** Example ******

'**To**' field: Type in procurement@richlandone.org

'**Subject Line**': '**Vendor Application**', **'Vendor Applications', or 'Updated Vendor Information/ Vendor Application'**

'**Body of Email**': Type in any necessary information.



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New Instructions for Submitting
Vendor Applications and Ratifications

Instructions for Ratifications

Procurement Services has created an email account for **ratifications.** The Procurement Service email address is procurement@richlandone.org.

Completed **ratifications** must be sent according to the following steps:

Submitting Ratifications:

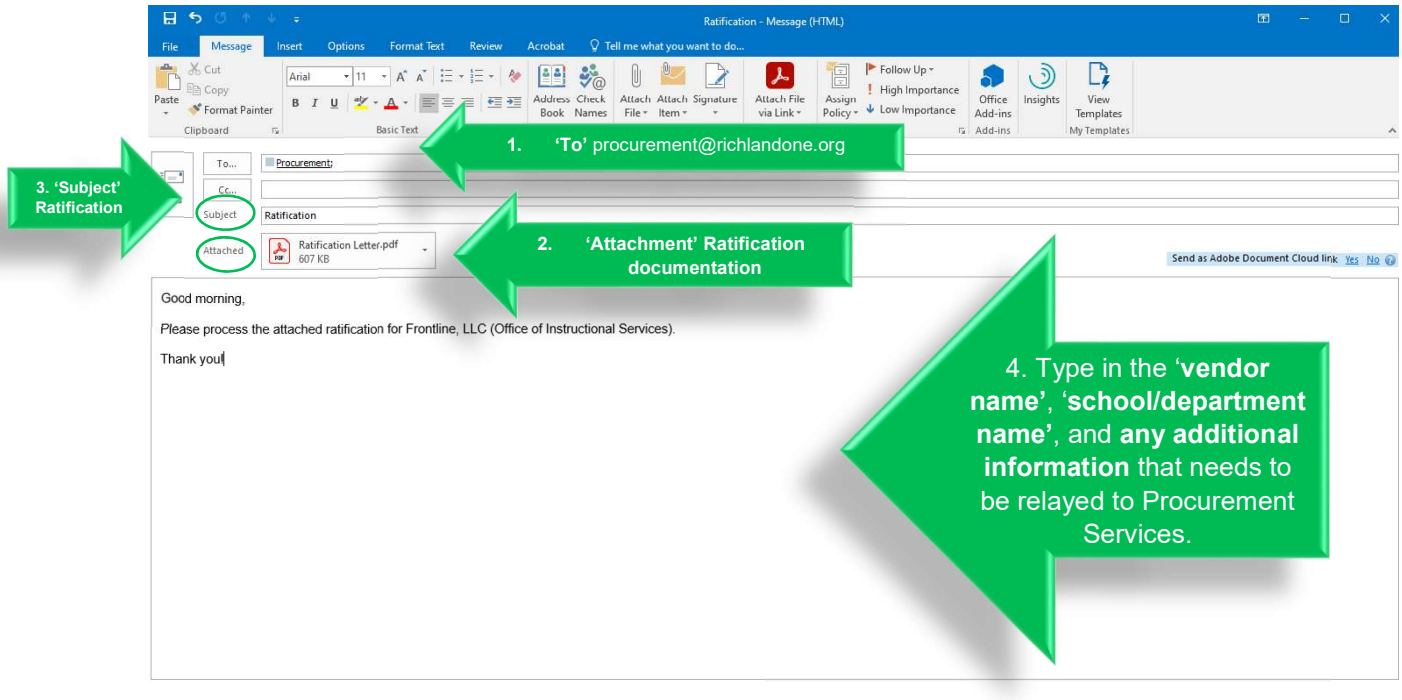
1. Type in procurement@richlandone.org in the '**To**' field.
2. Attach completed ratification(s) to the email. **(Refer to 'PG, Ratification Guidelines' for questions regarding how to complete a ratification).**
3. Type '**Ratification**' in the '**Subject Line**'
4. In the **'Body'** of the email, type in **name of the vendor**, **your school/ department name**, and **any additional information** that should be relayed to Procurement Services.

****** Example ******

'**To**' field: Type in procurement@richlandone.org

'**Subject Line**': '**Ratification**'

'**Body of Email**': vendor name, school/department name, and any additional information/instructions to Procurement Staff.



- **If the subject line or body of the email does not indicate the appropriate verbiage as indicated in the instructions, the email will not be routed correctly.**
- **Do not send multiple attachments within a file or email. *** Send separately. *****