

## New Vendor Registration Required Documents (Revised 10-9-25)

- 1- Download, complete, and save the required documents applicable to your business using the chart below.
- 2- Click on “Overview” then VENDOR REGISTRATION to complete the online registration, upload the required documents, and notify your district contact OR email [VendorRegistration@dekalbschoolsga.org](mailto:VendorRegistration@dekalbschoolsga.org) (not both).

Carefully follow the instructions. Missing, incomplete, or incorrect documents will delay a vendor's availability in the purchasing system.

Required Documents:	Product Only Providers	Service Providers* with NO Employees	Service Providers* WITH Employees
IRS W9 form	Yes	Yes	Yes
Vendor Verification form	Yes	Yes	Yes
Immigration/Security Documents – 2-page immigration form and 2-page affidavit	No	Yes – download <u>Affidavit of Exception</u> file/ initial 2b, 3,4,5; sign, date & notarize immigration form & Affidavit <b>(return both the 2-page Immigration form and 2-page Affidavit)</b>	Yes- download <u>Contractor Affidavit</u> file/ initial 2a, 3, 4, 5; sign, date & notarize immigration form & Affidavit <b>(return both the 2-page Immigration form and 2-page Affidavit)</b>
Business License	If applicable	If applicable	If applicable
State issued picture ID (front side only)	No	Yes	No
State Issued Food Service Permit or Cottage License	No	Yes, for food providers	Yes, for food providers

\*Service providers include but are not limited to businesses which provide: repair services, customized apparel or products, in-person consulting or training, installations, event planning, etc.