



## LAUSD SUPPLIER SELF REGISTRATION SYSTEM TERMS AND CONDITIONS

Upon registration, Suppliers/Vendors hereby agree to be bound to the following terms and conditions:

1. Supplier/Vendor agrees that all information provided by Supplier/Vendor is truthful and accurate.
2. Supplier/Vendor agrees that registration **does not** guarantee business with LAUSD.
3. All vendors must submit their Taxpayer Identification Number (TIN), commonly known as Employer Identification Number (EIN) / Federal Tax ID, or Social Security Number (SSN) for those vendors who are conducting business as individuals. If a TIN is not provided, the Supplier Self Registration process cannot be completed. Vendors must also submit a completed Request for Taxpayer Identification Number and Certification (IRS Form W-9).
4. The name of the Supplier/Vendor must reflect the same name and address as will appear on invoices submitted. Please include DBA (doing business as), if applicable. Name and address discrepancies may cause delays in payment. If you require a different address where payment remittance is to be sent, that information is to be provided in Section 7 of the Supplier Registration Questionnaire.
5. Supplier/Vendor agrees that all business information will be entered by Supplier/Vendor authorized administrators designated on the website. The initial person registering the business will be the administrator by default. Additional users may be added or removed after registration.
6. Supplier/Vendor agrees that their authorized administrators will be responsible for adding users to the website. These users will receive email notices from the website relating to sourcing/bidding opportunities.
7. Supplier/Vendor agrees to safeguard all passwords to ensure that no unauthorized person will have access to the Website and that no persons authorized to have access will make any unauthorized use.

### **Additional Information:**

For information relating to LAUSD's revolving door restrictions / cooling periods, please review the Employee Code of Ethics and Contractor Code of Conduct available on our Ethics Office website at [GeneralCounsel.lausd.org](http://GeneralCounsel.lausd.org)

For assistance, please contact LAUSD's Procurement at:

Vendor Services Unit, 8525 Rex Road, Pico Rivera, CA 90660  
Phone: (562) 654-9404; E-mail: [psg-vsua@lausd.net](mailto:psg-vsua@lausd.net)



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Please note that in accordance with the California Franchise Tax Board, [Publication 1017](#) and Revenue and California Taxation Code Section 18662, the Los Angeles Unified School District is required to withhold 7% on all payments made to non-California resident service providers for professional services, rents, leases, or royalties paid. Any funds withheld shall be remitted to the California Franchise Tax Board on a quarterly basis.

Some vendors may be exempted from this requirement by completing a [Withholding Exemption Certificate \(California Form 590\)](#), certifying their exemption status and submitting the California Form 590 to LAUSD's Accounts Payable Branch via email at [accounts.payable@lausd.net](mailto:accounts.payable@lausd.net). The California Franchise Tax Board may also authorize a waiver of or reduced withholding. For additional information on tax withholding requirements or to request for a waiver of or reduced withholding, you may visit the California Franchise Tax Board at [www.ftb.ca.gov](http://www.ftb.ca.gov). If you have any other questions, please contact one of our Accounts Payable customer service representatives at (213) 241-4800.