



## **Purchasing Department**

### **Vendor Information**

Green River College's Purchasing Department is responsible for the procurement procedures which includes purchase order creation, campus purchase card management, asset management, vendor management and shipping & receiving.

As the central point of contact, Purchasing should be included in all initial conversations a vendor may have with the campus at large. When entering into a contract with Green River College, vendors must be licensed to do business in the State of Washington. Most Green River College staff are not authorized to sign contracts prepared by vendors. Contracts for goods or services must be reviewed and approved by the Purchasing Department.

In order to do business with Green River College, a vendor must either obtain a signed purchase order or a Green River College procurement card (Pcard) transaction information. If you are presently providing goods or services without a signed purchase order or completed Pcard transaction, please contact Purchasing at [purchasing@greenriver.edu](mailto:purchasing@greenriver.edu). Purchasing will review the situation and determine if and how payment can be made and/or what further steps are required.

### **WEBS**

[Washington's Electronic Business Solution \(WEBS\)](#) is a State of Washington online vendor registration and bid notification system in which Green River College participates. The system is where vendors can sign up to receive state agency bid notifications. Green River College posts all requests for quotes and proposals on WEBS. There is no cost to participate in the registrations and notification system. For more information, please visit the Washington Department of Enterprise Services website linked above.

### **Invoicing**

Invoices must include a purchase order number, itemized description of services performed and/or goods provided, date and amount due. Green River College, as a state agency, is not tax exempt. Vendors should include sales tax when appropriate. Invoices should be sent to:

Green River College  
Attn: Accounts Payable  
12401 SE 320<sup>th</sup> St  
Auburn, WA 98092

Green River College shall not make payments in advance or as deposit for services and/or supplies to be provided. Except as otherwise provided in contract or on purchase order, all acceptable invoices due to the vendor shall be paid within thirty (30) calendar days upon receipt of goods or services performed.

If the service being performed is in the construction trades, be sure and check the purchase order for instructions for filing "Intent to Pay Prevailing Wage" and "Affidavit of Wages Paid" to avoid payment delays. Please contact Purchasing at [purchasing@greenriver.edu](mailto:purchasing@greenriver.edu) if any questions or issues.

## **Supplier Diversity**

Green River College encourages participation from minority and women-owned businesses. While the State of Washington no longer gives preferential treatment to certified firms in the awarding of contracts, data is still collected to assist in outreach efforts. If your business is certified with the Washington State Office of Minority and Women's Business Enterprises (OMWBE) or another certifying organization, please include your certification information with any company information submitted.