

Vendor Communications – Overview

San Jacinto College employees regularly receive communication from outside vendors soliciting business from the college.

These vendors should be directed to the College's Purchasing website where they will be provided details on doing business with the college.

Please do not forward vendors to other departments.

To allow vendors an opportunity to share their products and services, as well as introduce them to the College's business practices, vendor:

- Calls can be transferred to [281-998-6394](tel:281-998-6394) or ext. [6394](tel:281-998-6394)
- Emails can be replied to, informing the vendor to email: vendors@sjcd.edu
- Calls, Emails, or Face-to-Face interactions can be directed to visit sanjac.edu/vendors

Call	ext. 6394 (281-998-6394)
Email	vendors@sjcd.edu
Visit	sanjac.edu/vendors

Vendor Communications – Hands On

Search information submitted by vendors:

Information submitted by vendors can be searched by College employees by using the Purchasing department's online vendor database. Contact purchasing or see their email titled "Purchasing Tidbits - SJCCD Online Vendor Database" for more information.

Transferring a call after answering ([See Quick Guides* for instructions on transferring a call](#)):

San Jacinto College values the opportunities new vendors present. I am forwarding your call to 281-998-6394, which is an automated message that provides core details on how to do business with the college, and communicate your products and services offered.

Providing a vendor with the website URL:

San Jacinto College values the opportunities new vendors present. Please visit sanjac.edu/vendors for more information on how to do business with the college, and communicate your products and services offered.

Providing a vendor with the auto-reply email address:

San Jacinto College values the opportunities new vendors present. Please send an email to vendors@sjcd.edu for more information on how to do business with the college, and communicate your products and services offered.