# **Vendors**

## **Approved Vendor Search**

If HSTs or families would like to search our approved vendor list, they may do so through the Vendor Search feature inside the EOS.

## **Requesting a New Service Vendor**

To request a new service vendor, the parent or the HST can share a link to our [20/21 Vendor Application](https://drive.google.com/file/d/1QB1LFX87T_2Ks67wVAGCpsWQEF0rQZA8/view?usp=sharing) with the vendor to fill out. The vendor team will then review the application, and if the vendor is approved during the initial screening, the Vendor Support Team will add the vendor to the EOS and send login credentials to complete their portal profile. The Vendor Support Team will review the completed profile and submit the profile to the School Representatives for final review and approval.

**Documents Needed to Become an Approved Vendor**

* W9
* Certificate of Insurance showing liability coverage
* Detailed List of Services (DLS)

## **Vendor Department Contacts**

For updates on a vendor's application status, email vendor.support@thinksuite.org.

To follow up on a vendor's payment, email:

* **Clarksville Vendor Invoicing:** CCS-invoicing@thinksuite.org
* **Cottonwood Vendor Invoicing:** CWS-invoicing@thinksuite.org
* **Feather River Vendor Invoicing:** FRC-invoicing@thinksuite.org
* **Lake View Vendor Invoicing:** LVC-invoicing@thinksuite.org
* **Winship Vendor Invoicing:** WCS-invoicing@thinksuite.org

## **Vendor Payment**

Vendors must invoice the school to receive payment. Instructions for submitting an invoice are on each Enrichment Certificate. Thinksuite remits payments to our vendors within 30 days from the date of the invoice submission (NET30 Terms).

## **Product Vendors**

Please note, we are no longer approving new product vendors where there is no student to teacher interaction. Families may order these products from any online retailer.