



# AGUA CALIENTE

## CASINOS

Dear Valued Vendor:

Thank you for your business relationship with Agua Caliente Casinos Rancho Mirage, Palm Springs, Cathedral City, and The Spa at Sec-he. In order to provide prompt payment to you and accurately record our business transactions, below are a few guidelines to keep in mind:

- ❑ No transactions will be allowed without the issuance of a Purchase Order
- ❑ All original invoices should be emailed to [ACCAP@accmail.net](mailto:ACCAP@accmail.net).
- ❑ Or mailed to the following address: Agua Caliente Casinos, Attn: Accounts Payable, 32-250 Bob Hope Drive, Rancho Mirage, CA 92270.
- ❑ Purchase order numbers should be referenced on the invoice and shipping label.
- ❑ All work orders must be signed by appropriate personnel.
- ❑ Our standard payment terms are 30 days. Any other payment terms must be arranged through the Procurement Department.
- ❑ Payments to your business can be made via ACH payment method. If you would like to sign up for ACH payment, please login to our Supplier Registration portal at <https://aguacaliente.supplier.bid>.

In addition, all purchasing activity undertaken by Agua Caliente Casinos must be completed in accordance with regulations issued by the Agua Caliente Gaming Commission. If you have any questions, you may contact Samira Sayegh-Rivera, Sr. Director of Procurement, at (760) 333-3755 or Julianne Patterson, Director of Finance, at (760) 883-8247.

Sincerely,  
Agua Caliente Casinos

Samira Sayegh-Rivera  
Sr. Director of Procurement

Julianne Patterson  
Director of Finance