Purchasing – Vendor Entry (Request)

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- In Skyward, go to **VENDORS**
- Select REQUEST NEW VENDOR FOR APPROVAL

*If you need an **FISD Employee's name** to be added as a Vendor – please email the Purchasing Coordinator and it will be entered for you.

Purchasing – Vendor Entry (Name & Comments)

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- Enter Vendor name (Use the name on the vendor's W-9.)
- Select **Business** or **Individual** as appropriate
- In Comments box enter what services or products we are purchasing from them.
- Select CONTINUE REQUEST

Purchasing – Vendor Entry (Similar Names)

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• CLICK HERE WHEN the NAME is FULLY ENTERED

If this Vendor is already in our system it will appear in the lower box. Please make sure you are not duplicating a vendor that is already in Skyward.

• If Vendor is not already entered, select **SUBMIT ENTERED NAME**.

Purchasing – Vendor Entry (Address)

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- Enter Address
- If Vendor has a **Separate Mailing Address** check box and enter. It is very important to confirm that we have the "remit to" address entered so that payment is mailed correctly.

(If system does not accept Zip Code – see next page)

Select CONTINUE REQUEST

Purchasing – Vendor Entry (zip code not found)

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- If system does not accept the Vendor's **Zip Code**; enter "**00000**" and email the Purchasing Coordinator so it can be added to the system.
- Select CONTINUE REQUEST

Purchasing – Vendor Entry (Contact info)

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- Add a Contact Name and Phone numbers.
- Please add the vendor's **Web Site** and **Email** addresses if known this helps complete our vendor files.
- Select CONTINUE REQUEST

Purchasing – Vendor Entry (1099 Info)

1099 Info					100	10	5
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- This information comes directly from the Vendor's W-9 form
- If vendor is a business enter the **TIN/EIN**. If vendor is an individual enter a **SSN**.
- If the Vendor has entered different names on line 1 and line 2 of the W-9; please enter the name on line 1 for A/P Contact.
 Otherwise leave blank. Please email all vendor forms to the Purchasing Coordinator so this information can be verified.
- Select SAVE

Purchasing – Vendor Entry (submitted)

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 You should get a message confirming your New Vendor Request has been submitted for approval.