

Purchasing – Vendor Entry (Request)

The screenshot shows the Skyward Vendors page. The top navigation bar includes 'Home', 'Account Management', 'Vendors', 'Purchasing', and 'Accounts Payable'. The 'Vendors' tab is selected. Below the navigation bar, there is a 'Vendor Browse' section with a search bar and a filter dropdown set to '*All Vendors'. A table lists various vendors with columns for Name, Name Key, and various status indicators (V, O, R, O#, O=R, O, R, U, M, S, Email #1). The table includes entries like *CONVVEN, 1-WORLD GLOBES & MAPS, 1ST PLACE VOLLEYBALL, 2 COOL PERCUSSION, 3311 INDUSTRIES, 3D MOLECULAR DESIGNS, 3D SYSTEMS, INC., 3E COMPANY, and 3P LEARNING. On the right side of the page, there are several buttons: 'Request New Vendor For Approval', 'Edit All Vendor Request Fields', 'Delete Vendor Request', 'Notes', and 'Reqs, POs Invs, Chks'. A yellow arrow points to the 'Request New Vendor For Approval' button.

Last Name / Individual 1st Name / Business	First Name / Individuals 2nd Name / Business	Name Key	V	O	R	O #	O = R	O	R	U	M	S	Email #1
*CONVVEN		*CONVVEN000	B					Y	Y				
1-WORLD GLOBES & MAPS		1-WORLD 000	B	Y	Y	1			Y	Y			
1ST PLACE VOLLEYBALL		1ST PLAC000	B						Y	Y			
2 COOL PERCUSSION		2 COOL P000	B	Y	Y	1							Ron@2coolpercussi
3311 INDUSTRIES		3311 IND000	B						Y	Y			
3D MOLECULAR DESIGNS		3D MOLEC000	B	Y	Y	1							bobbi.kuhn@3dmol
3D SYSTEMS, INC.		3D SYSTE000	B						Y	Y			
3E COMPANY		3E COMPA000	B	Y	Y	1							
3P LEARNING		3P LEARN000	B	Y	Y	1							

- 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)

Name Information - WF\VE\VB - 10022 - 05.18.06.00.06 - Google Chrome

Secure | https://skyward.fisd12.net:444/scripts/wsisa.dll/WService=wsFin/fvndredit005.w

Name Information

Vendor Relationship and Status

Vendor Name: TEST Key: TEST A/I: 002 Fmt: Bus

Modify Remit To Vendor Information (Uppercase Names)

Format: Business Individual Created: 08/27/2018 By User: KIMBERLY DINGE

Active/Inactive: Active Inactive

1st Name: TEST

2nd Name: _____

Vendor ID: 21279657

Comments: _____

Continue Request
Skip
Stop Request
Cancel Request

- 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)

Request New Vendor - WF\VE\VB - 10022 - 05.18.06.00.06 - Google Chrome

Secure | https://skyward.fisd12.net:444/scripts/wsisa.dll/WService=wsFin/fvndredit001.w?isPopup=true

Vendor Name

Vendor Format:

Individual

Business

Name of Vendor being requested:

* 1st Name: TEST

2nd Name:

Click Here When the Name is Fully Entered

Submit Entered Name For Vendor Approval

Back

Similar Names - Businesses

1st Name / 2nd Name	P	A
There are no records to display; check your filter settings.		

Select Name And Submit Vendor Request For Approval

- **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)

The screenshot shows a web browser window with the following content:

- Browser title: Address - WF\VE\VB - 10022 - 05.18.06.00.06 - Google Chrome
- URL: https://skyward.fisd12.net:444/scripts/wsisa.dll/WService=wsFin/fvndredit002.w
- Page title: Address
- Vendor Relationship and Status section:
 - Vendor Name: TEST
 - Key: TEST 002
 - A/I: [empty]
 - Fmt: Bus
- Buttons on the right: Continue Request, Skip, Stop Request, Cancel Request
- Address section:
 - Address: [text input]
 - Address 2: [text input]
 - SUD: [dropdown]
 - SUD #: [text input]
 - PO Box: [text input]
 - Zip Code: 77546
 - City/State: FRIENDSWOOD, TX
 - County: [dropdown]
 - Township: [dropdown]
- Separate Mailing Address? section:
 - Separate Mailing Address? [checkbox]
 - Address: [text input]
 - Address 2: [text input]
 - SUD: [dropdown]
 - SUD #: [text input]
 - PO Box: [text input]
 - Zip Code: [text input]
 - City/State: [text input]

- 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)

Address - WF\VE\VB - 10022 - 05.18.06.00.06 - Google Chrome

Secure | https://skyward.fisd12.net:444/scripts/wsisa.dll/WService=wsFin/fvndredit002.w

Address

Vendor Relationship and Status

Vendor Name:	Key	A/I	Fmt
TEST	TEST 003		Bus

Address

House #	Dir	Street
Address:		
Address 2:		
SUD:	SUD #:	PO Box:
Zip Code: 00000		City/State: ZIP CODE NOT FOUND, XX
County:		Township:

Separate Mailing Address?

House #	Dir	Street
Address:		
Address 2:		
SUD:	SUD #:	PO Box:
Zip Code:		City/State:

Continue Request
Skip
Stop Request
Cancel Request

- 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)

The screenshot shows a web browser window titled "General Information - WFVEVB - 10022 - 05.18.06.00.06 - Google Chrome". The URL is "https://skyward.fisd12.net:444/scripts/wsisa.dll/WService=wsFin/fvndredit003.w". The page is titled "General Information" and contains several sections:

- Vendor Relationship and Status:** Vendor Name: TEST, Key: TEST 002, A/I: Bus.
- Contact Information:** Contact Name: (highlighted with a yellow arrow), 1st Phone: (281) [] Ext: [], 2nd Phone: (281) [] Ext: [], 3rd Phone: (281) [] Ext: [], Fax: [], Web Site: [], E-mail #1: [], E-mail #1 Desc: [], E-mail #2: [], E-mail #2 Desc: [], E-mail #3: [], E-mail #3 Desc: []. There are also checkboxes for "1st Phone Confidential" and "1st Phone Long Distance", and dropdown menus for "Type:".
- Accrual Account Information:** Accrual: A/P-ACCR, A/P Accrual; Account: *** L 00 2110 00 000 0 00 000.
- Extended Vendor Information:** Default Check Type: [], PO Contact: [], Order From Vendor on Requisitions: Allow use on Requisitions, Exclude from use on Requisitions, Insurance Certification Date: [], Ownership Certification Date: [], Ownership Type: Female, Minority, Persons with Disabilities, Locally Owned Business, BAYPA This Year: 0.00, BAYPA Last Year: 0.00, BAYPA Next Year: 0.00, Special Terms - Requisition/PO Discount %: 0.00, Special Terms - AP Payments - Discount %: 0, Discount Days Due: 0, Standard Days Due: 0, Catalog Exists: No, Attachments Exist: No, Ship to Vendor Only: , Automatic Add of Vendor Catalog Items: No - New catalog numbers are used for reference only.

On the right side of the form, there are four buttons: "Continue Request", "Skip", "Stop Request", and "Cancel Request". A yellow arrow points to the "Continue Request" button. Another yellow arrow points to the "Contact Information" section.

- 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 - WF\VEVB - 10022 - 05.18.06.00.06 - Google Chrome

Secure | https://skyward.fisd12.net:444/scripts/wsisadll/WService=wsFin/fvndredit004.w

1099 Info

Vendor Relationship and Status

Vendor Name: Key: A/I: Fmt:

1099M Form Information

TIN: EIN: SSN:

1099-M Recipient Box:

1099-M Default Type:

A/P Contact:

Account Number:

W9 Date: Requested Received

Type: Print A/P Contact on A/P Check and Voucher

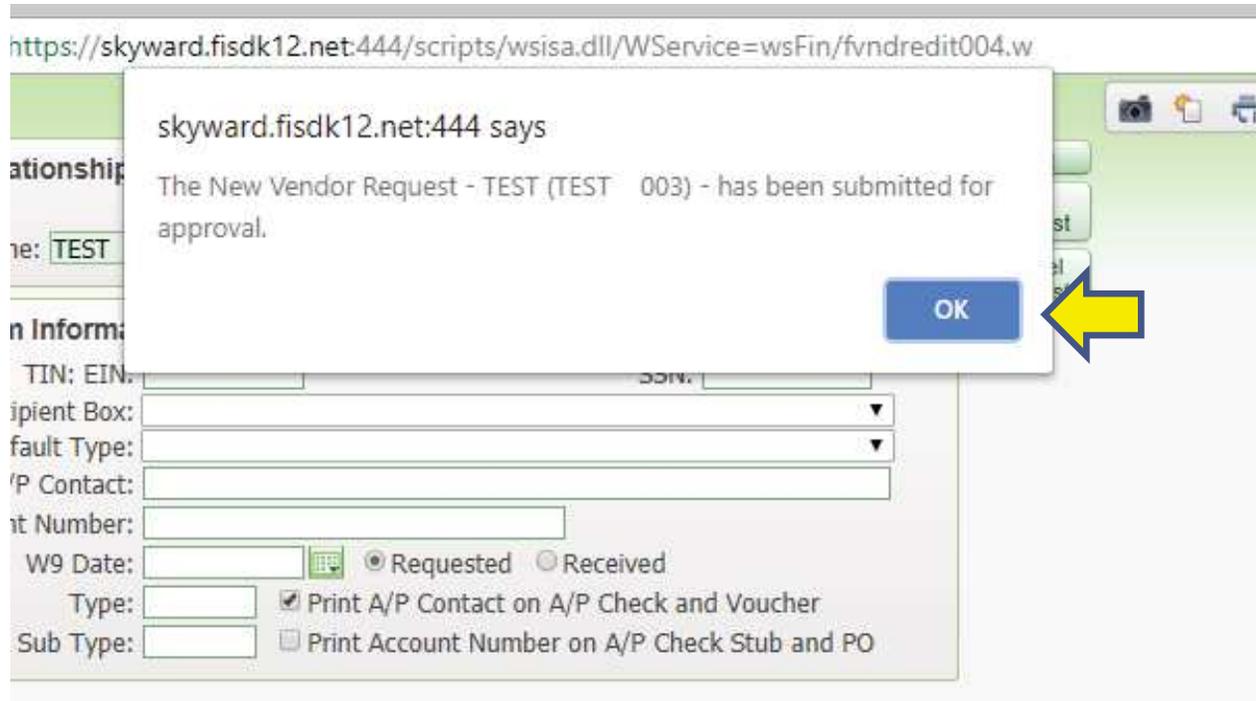
Sub Type: Print Account Number on A/P Check Stub and PO

Separate 1099M Address?

Delivery Address:

- 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)



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