Midland Independent School District

New Vendor Setup Training

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Vendor Setup

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Instructions for locating Payment Works online:

1. Go to www.midlandisd.net
2. Under the Departments Tab
3. Find Purchasing department
4. Main page find the link: New/Change Vendor Registration
5. The department or vendor can complete this form.
6. This will notify Purchasing department to send the electronic invitation from Payment Works

Once the vendor has completed the online vendor forms, Payment Works will validate all information and will send to Purchasing for final approval.

If you have any further questions, you may contact purchasing@midlandisd.net