







Supplier Registration (Parents, Student/Scholarships) – Quick Reference Card

Click on [iSupplier URL](#) to begin registration.

Navigation Tips

- Fields with the  icon indicate you have to select from a pre-defined list of values. If you know the field value, begin typing it in and press the 'tab' button. Otherwise, click on the  icon and 'QuickSelect' to choose the value.
- All fields marked with '*' are mandatory fields.
- Use the buttons  and  to navigate between pages.
- Do not use your browser's back button   as it may cause errors.

Company Details

- Supplier Name - Enter the full legal name of the supplier.
- Taxpayer ID –For individuals, this is generally your social security number (SSN). For other entities, it is your employer identification number (EIN). For further instructions, please review the W-9 form.

Contact Information

- Email – Enter your primary email address. All notifications including the supplier approval email will be sent to the email address provided.
- First Name – Enter the first name for your primary contact.
- Last Name – Enter the last name for your primary contact.
- Phone Number – Enter your primary phone number.

If you receive an error message that the supplier/Taxpayer Id /contact email already exist, please send an email to suppliers@dallasisd.org to receive a user name and password.

Note to Buyer: If you are Dallas ISD employee filling the information on behalf of a supplier, please mention

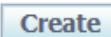

your name and department. E.g. Smith Williams, HB School.

Address Book

Click the  button to enter your address.

- Address Line 1 – Enter your street address.
- Address Line 2- Enter additional street address information if needed.
- City/Town/Locality – Enter your city.
- State/Region – Enter your state. Please use the abbreviation TX for Texas.
- Zip Code/Postal Code – Enter your zip code.
- Uncheck the 'RFQ Only Address' flag.
- Check the 'Payment Address' flag to receive payments at this address. (Make sure 'Purchasing Address' flag is Not checked)

Products and Services

- Select the  button and check the 'Applicable' checkbox against code **'00000' (NOT APPLICABLE)**.
Do not check any code other than '00000'.
- Click the  apply button.

Please contact suppliers@dallasisd.org if you have further questions.

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Banking Details

The information in this section needs to be filled in even if you want to be paid via Check.

- Click the **Create** button to enter your bank account details.
- Country - The default value is 'United States'. Do not update this field as Dallas ISD makes electronic payments to bank Accounts in US only.
- Branch - Select the option 'Existing Branch'

New Branch
 Existing Branch

- Branch Name - Enter your 9 digit bank routing number or select it from the list of values.
- Account Number - Enter your bank account number.
- Note to Buyer – Optionally, enter any comments for Dallas ISD as needed.
- If for some reason, you cannot enter banking information, enter 'NA' in Routing Number and your Supplier Name in 'Account Number' fields.

* Account Number

Routing Number

* Account Number

- Payment Method - Select the payment method for your payments. Select 'Check' or 'Electronic' based on your payment preference.

- Email Address for Remittance Advice – Enter the email address where payment notifications should be sent.

Additional Information:

- Supplier Type - Select the appropriate Supplier Type from the list of values below. **Carefully select from the following value that applies to you:**
 - PARENTS
 - STUDENTS/SCHOLARSHIPS

Do not select a value other than mentioned above.

Attachments

Please attach the following mandatory forms before pressing the **Submit** button. Failure to attach these forms will result in processing delays. Forms **should not** be emailed.

- [Form W-9](#) (Request for Taxpayer Identification Number and Certification.)
- Scanned Copy of Voided Check *if opting for Electronic payment.*

Press the **Submit** button to send your registration request to Dallas ISD.

If all information is complete, you will receive a confirmation email from Dallas ISD with instructions on how to log in to access your vendor record.