






## Prospective Supplier Registration – Quick Reference Card

### [Click here for Vendor Registration](#)

#### Navigation Tips

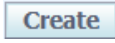
- Fields with the  icon indicate you have to select from a pre-defined list of values. If you know the field value, begin typing it in and press the 'tab' button. Otherwise, click on the  icon and 'QuickSelect' to choose the value.
- All fields marked with '\*' are mandatory fields.
- Use the buttons  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 your company.
- **Tax Country** - Enter a country only if you are not a US supplier.
- **Tax Registration Number** - All non US suppliers, please provide this information.
- **Taxpayer ID** – US suppliers must provide this information. 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.

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

#### Address Book

Click the  button to enter your company 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 'Purchasing Address' flag to receive Purchase Orders at this address.
- Check the 'Payment Address' flag to receive payments at this address.

If you require a separate address for payments, use the  button to add an additional address.

#### Contact Information

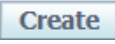


- **Email** – Enter your primary company email address. All notifications, including the supplier approval email and any communications related to new opportunities, will be sent to the email address provided.
- **First Name** – Enter the first name for your primary contact.
- **Last Name** – Enter the last name for your primary contact.
- **Phone Number** – Enter the phone number for your primary contact.

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### Minority and Women Owned (M/WBE) Business (M/WBE) Classifications

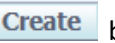


- If you are an M/WBE certified business, check the 'Applicable' checkbox for all classifications that apply.
- If Minority Owned, select your Minority Type from the list of values, enter a Certificate Number, select a M/WBE Certifying Agency from the list of values, and enter an Expiration Date for the certificate.
- In order to be considered an M/WBE business, you must attach a scanned copy of the certificate to your registration.

### Products and Services

- Select the  button and check the 'Applicable' checkbox for all Products and Services that your company provides.
- Select the  button to scroll through all of the offerings.
- Click the  apply button when you are finished with your selections.
- It is very important to select carefully. Dallas ISD will use this data to notify vendors of procurement opportunities.

### Banking Details

DISD encourages all suppliers to provide bank account information in order to be paid electronically.

- Click the  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.

\* Account Number

- Note to Buyer – Optionally, enter any comments for Dallas ISD as needed.
- If for some reason, you want to be paid via 'Check', enter 'NA' in Routing Number and your Supplier Name in 'Account Number' fields.

Routing Number

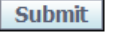
\* Account Number

- Payment Method - Select the payment method for your payments. The Dallas ISD preferred payment methods are ePayables and Electronic.
- 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. Most vendors will select the 'Vendor – Goods & Services' option.
- Chamber & Contractor Affiliations – Check all that apply.
- 1099 Applicable – Check if applicable.
- Joint Venture? – Check if applicable.
- Legal Structure – Select a value from the list if applicable.

### Attachments

Please attach the following mandatory forms before pressing the  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.)
- [Conflict of Interest Questionnaire](#).
- [Felony Conviction Notice](#).



## Prospective Supplier Registration – Quick Reference Card

The following info is optional and may be submitted as required:

- Scanned Copy of Minority/Women Business Enterprise (M/WBE) Certificate(s).
- Scanned Copy of Voided Check if opting for Electronic payment.

Press the  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.