



Vendor Self Service Instructions

Registering with the District does not constitute acceptance as an approved and/or awarded vendor. Registration and associated forms must be completed within three (3) months or information will be deleted.

******* IMPORTANT INFORMATION*******

CASE SENSITIVE, all entries must be in UPPER-CASE

Fields with a red asterisk (*) must be completed

STEP 1

1. Create your User ID, Password, and Password Hint, and then enter the validation numbers.
2. Skip the existing vendors only section.

The district does not maintain or know user ids and/or passwords.

Step 1 of 5: Create user ID and password Step 1 2 3 4 5

[Help](#)

User ID (between 1 and 100 characters) *

Re-type user ID *

Password (between 0 and 15 characters) *

Re-type password *

Password hint *

Please type these numbers into the box below them

2856

EXISTING VENDORS ONLY
You must complete the following for initial registration.

Vendor ID

FID/SSN (Enter without dashes)

[Continue](#)

3. Enter User Contact Information
The email address you enter in this field will receive emails with purchase orders from the District.
4. Contact Type – select appropriate

User Contact Information

Contact Person

* Contact Type

Select Type...

Select Type...

GENERAL - General Contacts

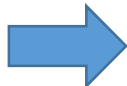
ACCOUNTS PAYABLE - Accounts Payable Contacts

PURCHASING - Purchasing Contacts

* Phone

STEP 2

1. Company Name: **MUST** match W9 / SS-4 IRS Form.
2. Doing business as: enter the name of the business if different from the company name.
3. ~~Geographic~~: Skip the geographic section.
4. Send remittances to the above name and address – Check box if remit address is same.
5. E-mail: This email address will receive all future purchase orders and notifications of the User ID.



Geographic

Select Type... ▼

Send remittances to the above name and address

*E-Mail

6. Vendor type - **select VENDOR**

BOT - BOARD OF TRUSTEES
EMP - EMPLOYEE REIMBURSEMENTS
PAYR - PAYROLL DEDUCTIONS
POFF - PEACE OFFICER
REIM - PARENT/STUDENT/FAC.RENTAL
VEND - VENDOR
VFA - VENDOR FINE ARTS

7. Please enter the DUNS number
8. ~~Minority business entity (mbe)~~ –Skip minority business entity (MBE) section.

DUNS

Minority Business Entity (MBE)

Is Minority Business Enterprise

MBE Classifications
(select all that apply)

- General
- PURCHASING CERTIFICATION NOTES

- 9. FID/SSN: **MUST** match W9 / SS-4 IRS Form.
- 10. Discount percentage & days to discount: Example: net 10% if paid in fifteen (15) days.
- 11. Net terms: Always thirty (30) days, unless the discount above is accepted.
- 12. Preferred payables and purchasing delivery methods- purchasing does not send information via mail. Please unselect mail and choose e-mail.

Payment Terms

Discount Percentage

Days to Discount

Days to Net

Your preferred payables delivery method(s).

Mail Fax E-Mail

Your preferred purchasing delivery method(s).

Mail Fax E-Mail

13. Preferred purchasing delivery method(s). You must choose E-Mail.

STEP 3 - REMIT ADDRESS. Add if applicable
 Enter a Remit address if different than the address already entered.

Step 3 of 5: Address information Step 1 2 **3** 4 5

[Help](#)

Addresses

[add](#)

Name	Address	City	State	Zip	Fax	Is Default
JOHN DOE	123 STREET	EL PASO	TX	79925		N change

[Continue](#)

STEP 4 - Enter Contact Person(s)

Step 4 of 5: General Vendor Contacts

Step 1 2 3 4 5

Help

Contact Person

*Contact Type: GENERAL - General Contacts

*Name: JOHN DOE

*Phone: 555-595-7852

Fax: 555-563-7895

E-Mail: EMAIL@EMAIL.COM

Save Cancel



1. Skip select commodities section and click continue.

STEP 5 - New Vendor Registration Review

1. Review all information for accuracy.
2. Select change to make updates in the various sections.
3. Terms and conditions statement: check this box to proceed.
4. Select Register when complete and to finalize your registration.

Do not navigate from the screen, please wait for Registration Confirmation.

New Vendor Registration
Registration Confirmation

 Registration has been completed. You will be contacted when your information has been reviewed. 

Your vendor number will be sent to your main email. During normal business hours, you should receive the email within one (1) hour.

Your vendor number will be utilized as your login to complete the required forms in Step #2 at <https://www.yisd.net/Page/7807>.