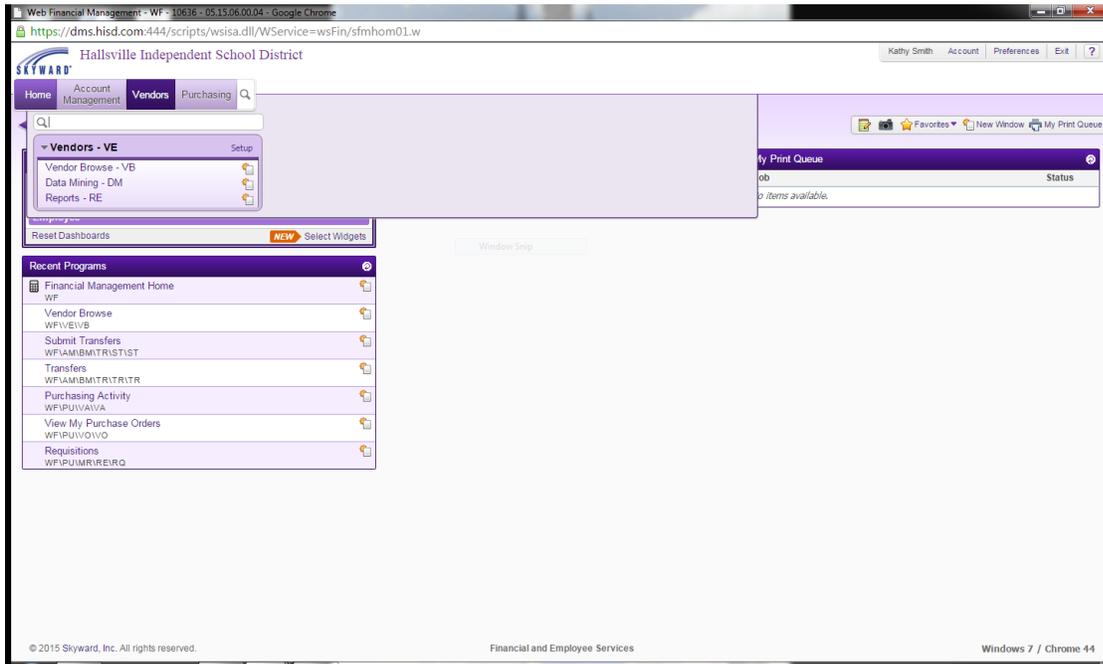


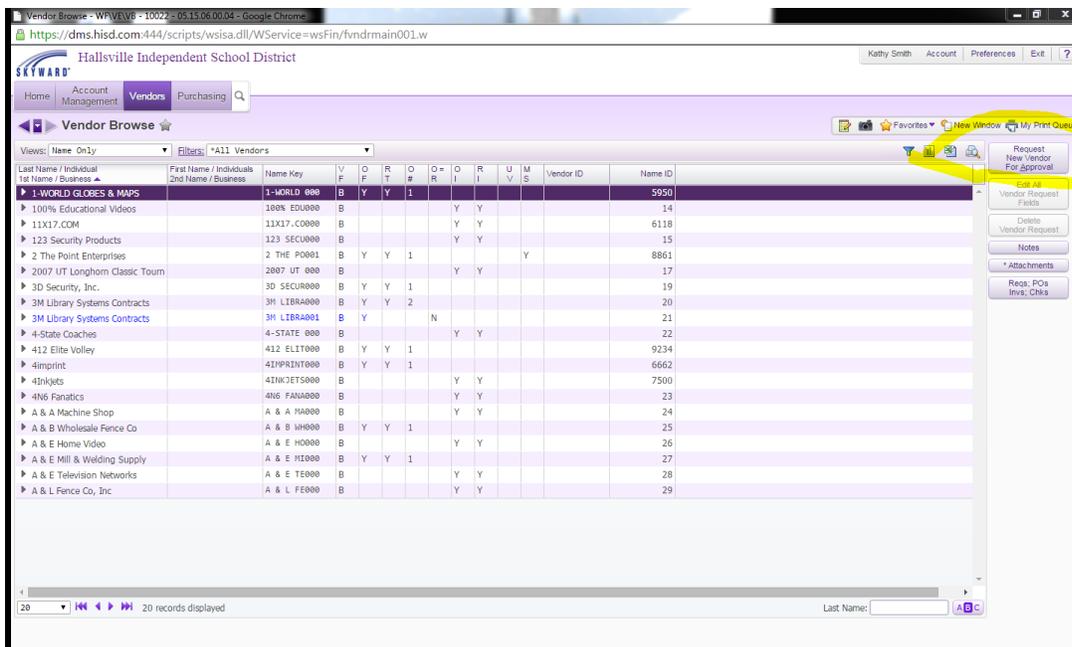
## REQUEST NEW VENDOR

Before entering the New Vendor Request, the vendor will need to have completed the New Vendor Application form which must be submitted with the New Vendor Request. We will not approve without this information and a W-9 for the vendor. See our website for the complete packet at [HISD-Purchasing Website](#).

After this is completed you will fill out a request within the financial management system in Skyward. Go to Financial Management> Vendors>Vendor Browse



From the Vendor Browse screen>Request New Vendor for Approval (in the upper right hand side of the screen)



You will then begin entering the vendor information. You will need to complete the business name, address, and phone number. We need at least one phone number before a request will be approved. An email address and contact name may also be entered.

**Please note that this information becomes the actual vendor record. Accuracy is extremely important, as the vendor record is attached to each purchase order, invoice, and check.**

### To Begin:

Select the type of vendor (Individual or Business).

1st Name / 2nd Name	Primary Phone / Alpha Code	Address	Name Types
There are no records to display; check your filter settings.			

Begin typing the name of the vendor, and a drop-down list will appear. The system checks to see if there are any existing vendors that match your request.

If you continue typing, and no other matching vendor appears, you will be able to enter a second name line if needed.

When you have finished the name, tab and click **“Click Here When the Name is Fully Entered”**.

Click **“Submit Entered Name for Vendor Approval.”**

Request New Vendor - WFLVEVB - 10022 - 05.15.06.00.04 - Google Chrome  
https://dms.hisd.com:444/scripts/wsisa.dll/WService=wsFin/fvndredit001.w?isPopup=true

**Vendor Name**

Vendor Format:  
 Individual  
 Business

Name of Vendor being requested:  
\* 1st Name: sweet C  
2nd Name:

Click Here When the Name is Fully Entered

Submit Entered Name For Vendor Approval  
Back

**Similar Names - Businesses**

1st Name / 2nd Name	Primary Phone / Alpha Code	Address	Name Types	V	F	F	T	#	O	R	O	R	U	P	I	I	V	E
There are no records to display; check your filter settings.																		

0 records displayed  
Asterisk (\*) denotes a required field

Click **“Continue Request”**

Next, you will enter the address information.

Each part of the address has a separate field. Enter the street number, then tab to the next field. If the street name has a direction (e.g. South Green St.) enter the directional abbreviation in the “Dir” field.

Begin typing the street name in the next field. A drop down list will appear. Select a street from the list or continue typing if the name you need does not appear in the list.

Address - WFRVEVB - 10022 - 05.15.06.00.04 - Google Chrome

https://dms.hisd.com:444/scripts/wsisa.dll/WService=wsFin/fvndredit002.w

### Address

**Vendor Relationship and Status**

Vendor Name:  Key:  A/I:  Fmt:

**Address**

House # Dir Street  
 Address:

Address 2:

SUD:  SUD #:  PO Box:

Zip Code:  -  City/State:

County:  Township:

**Separate Mailing Address?**

House # Dir Street  
 Address:

Address 2:

SUD:  SUD #:  PO Box:

Zip Code:  -  City/State:

Buttons: Continue Request, Skip, Stop Request, Cancel Request

Once you have entered the address>Click **“Continue Request.”**

General Information - WFRVEVB - 10022 - 05.15.06.00.04 - Google Chrome

https://dms.hisd.com:444/scripts/wsisa.dll/WService=wsFin/fvndredit003.w

### General Information

**Vendor Relationship and Status**

Vendor Name:  Key:  A/I:  Fmt:

**Contact Information**

Contact Name:

1st Phone: (903)  Ext:   1st Phone Confidential  1st Phone Long Distance  
 2nd Phone: (903)  Ext:  Type:

3rd Phone: (903)  Ext:  Type:

Fax:

Web Site:

E-mail #1:

E-mail #1 Desc:

E-mail #2:

E-mail #2 Desc:

E-mail #3:

E-mail #3 Desc:

Submit Purchase Orders via E-mail, use E-mail Address  E-mail Start Date: 07/23/2015

**Accrual Account Information**

Accrual:

Account:

**Extended Vendor Information**

PO Contact:

Order From Vendor on Requisitions:  Allow use on Requisitions  Exclude from use on Requisitions

Insurance Certification Date:   Requested  Received

Ownership Certification Date:   Requested  Received Ownership Type:

BAYPA This Year:  BAYPA Last Year:  BAYPA Next Year:

Special Terms - Requisition/PO Discount %:

Special Terms - AP Payments - Discount %:  Discount Days Due:  Standard Days Due:

Catalog Exists:  [View/Add/Edit Catalog Items](#) Notes Exist:  [View/Add/Edit Notes](#)

Attachments Exist:  [View/Add/Edit Attachments](#)

Ship to Only Vendor:

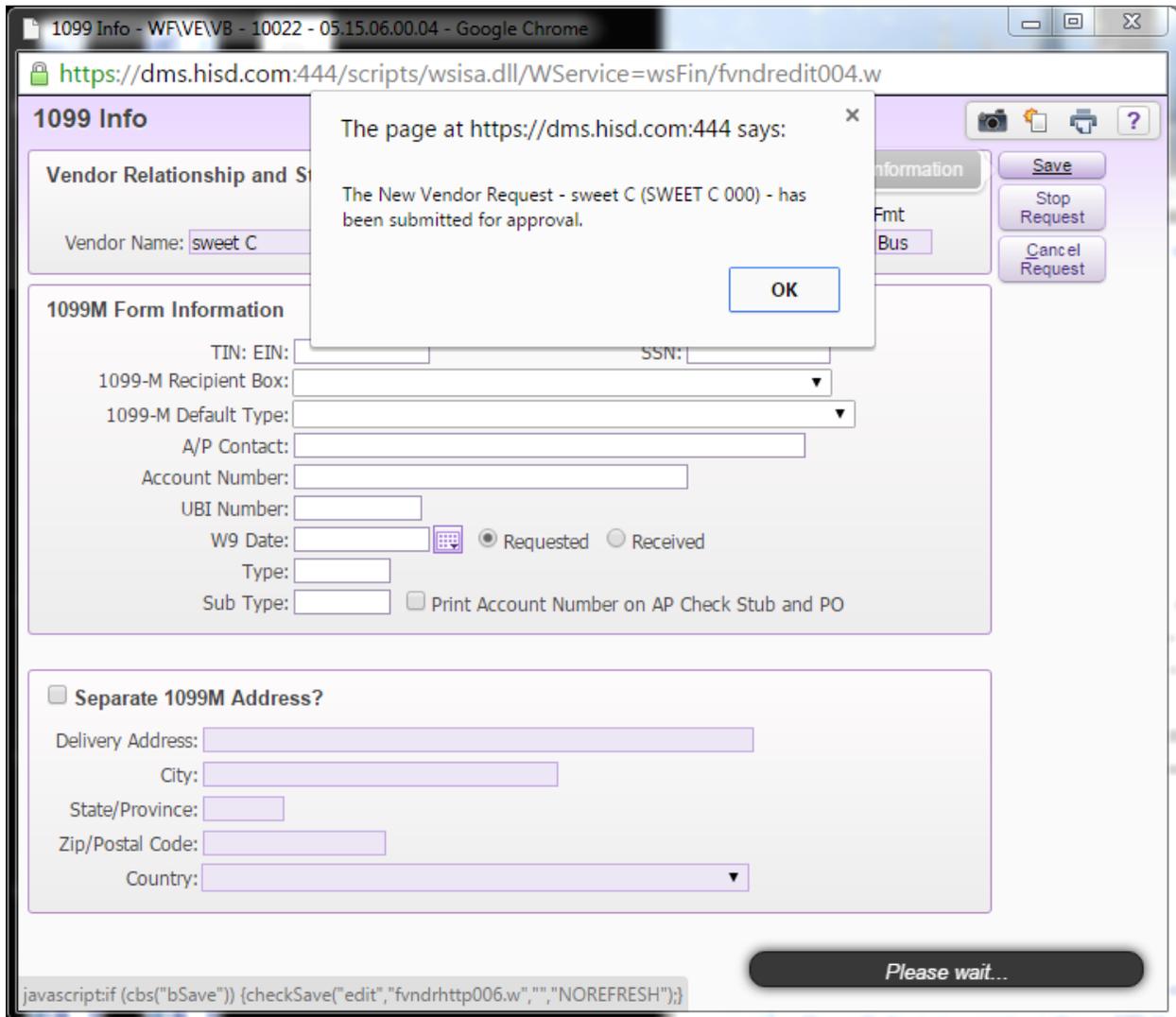
Buttons: Continue Request, Skip, Stop Request, Cancel Request

At a minimum, enter a phone number. Other information we would like to have is a fax number, website, and e-mail address.

Once you have entered the information>Click “**Continue Request.**”

The next screen is for 1099 information. You do not have to enter anything in this screen.

Click “**Save**” to submit the request, you will get a message saying that the request has been submitted for approval.  
Click “**OK.**”



Call or email Kathy Bradford (Ext. 5060) for any questions. Once the request has been approved or denied you will receive an email. **Until that time, you will not be able to use the vendor on a requisition.**