## **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 <u>HISD-Purchasing Website</u>.

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)

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4N6 Fanatics		4N6 FANA000	в					Y	Y				23		
A & A Machine Shop		A & A MA000	В					Y	Y				24		
A & B Wholesale Fence Co		A & B WH000	В	Y	Y	1							25		
A & E Home Video		A & E H0000	в					Y	Y				26		
A & E Mill & Welding Supply		A & E MI000	В	Y	Y	1							27		
A & E Television Networks		A & E TE000	В					Y	Y				28		
A & L Fence Co, Inc		A & L FE000	В					Y	Y				29		

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).

Request New Vendor -	- WF\VE\VB - 10022 - 05.15.06.00.04 - Go	ogle Chrome									_		
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Similar Names - Busin	lesses												Select
1st Name / 2nd Name		Primary Phone / Alpha Code	Address		Name Types	V	O R F T	0 0= 0	D R	U P V F			Submit Vendor
4												*	
0 records displayed Asterisk (*) denotes a rec	quired field												

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 -	WF\VE\VB - 10022 - 05.15.06.00.04 - Google	Chrome		4				_ <b>_</b> X
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Vendor Name Vendor Format: Individual Business	Name of Vendor being requested: * 1st Name: sweet C 2nd Name:	T	¥				C	Submit Entered Name For Vendor Approval
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Similar Names - Busin	esses							Select Name And
1st Name / 2nd Name 🔺		Primary Phone / Ad	ddress	Name Types	V O R F F T	0 0= 0 R # R I I	U P V E	Submit Vendor
There are no records to a	lisplæy; check your filter settings.							Approval
0 records displayed Asterisk (*) denotes a req	uired 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 - WF\VE\VB - 10022 - 05.15.06.00.04 - Google Chrome	e				- (		x
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Address				1		ō	?
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Address				Cancel Request	)		
House # Dir Street Address: Address 2:			<b>•</b>				
SUD: SUD #: PC	) Box:						
Zip Code: 75650  City/	State: Hallsville, TX		_				
	nship:						
Separate Mailing Address?							
Address 2:			•				
SUD: SUD #: PC	Box:						
Zip Code:  City/	State:						

Once you have entered the address>Click "Continue Request."

General Information
Vendor Relationship and Status
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Vendor Name: sweet C SWFFT C000 Bus
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Contact Information
Request
Contact Name:
1st Phone: (903) Ext: 1st Phone Connidential 1st Phone Long Distance
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Account: **** L 00 2110 00 000 0 00 000
Fostended Vandes Information
Extended vendor information
PO Contact:
Order From Vendor on Requisitions:   Allow use on Requisitions  Kalow use on Requisitions
Insurance Certification Date:
Ownership Certification Date: Requested Requested Received Ownership Type:
BAYPA This Year: 0.00 BAYPA Last Year: 0.00 BAYPA Next Year: 0.00
Special Terms - Requisition/PO Discount %: 0.00
Special Terms - AP Payments - Discount %: 0 Discount Days Due: 0 Standard Days Due: 0
Catalog Exists: No View/Add/Edit Catalog Items: Notes Exist: No View/Add/Edit Notes:
Attachments Exist: No View/Add/Edit Attachments:

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."

1099 Info - WF\VE\VB - 10022 -	05.15.06.00.04 - Google Chrome				x
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Vendor Relationship and S	The New Vendor Request - sweet C (SWEET C 000) - has		nformation	Save Stop	
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TIN: EIN: 1099-M Recipient Box:	S5N:				
1099-M Default Type: A/P Contact:		•			
Account Number: UBI Number:					
W9 Date: Type:	eceived				
Sub Type:	Print Account Number on AP Check Stub and I	PO			
Separate 1099M Address	?				
Delivery Address:					
City:					
State/Province:					
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javascript:if (cbs("bSave")) {checkSa	ve("edit","fvndrhttp006.w","","NOREFRESH");}		Please wait.		

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.**