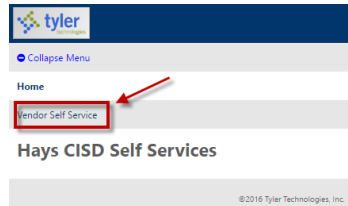
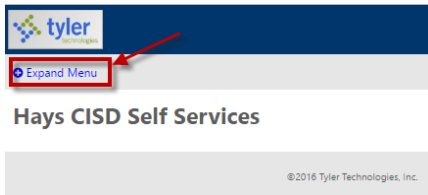


Enrolling in Hays CISD Vendor Self Service

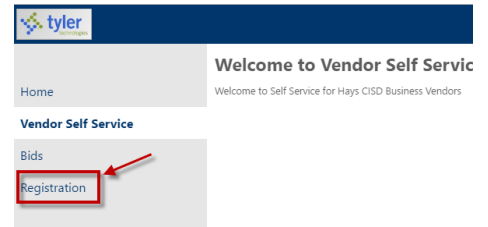
Go to <https://selfservice.hayscisd.net/>

- Click on **Vendor Self Service** from the left side of the window

Note: You may have to click on **Expand Menu** from the left side of the screen to see this choice

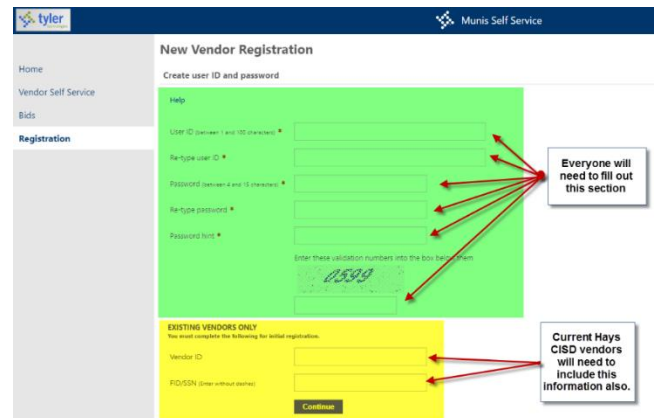


- Click on **Registration** from the left side of the window.



- If you are a new vendor for Hays CISD, **complete the top section of the New Vendor Registration window** (entering a username, password, password hint and validation numbers) and click **Continue** at the bottom.

- IF** you are a current vendor for HaysCISD, you will need to fill out your Vendor ID number and your FID or SSN sections before clicking Continue.



New Vendor Registration

Create user ID and password

Help

User ID (between 1 and 100 characters) *


Re-type user ID *

Password (between 4 and 15 characters) *

Re-type password *

Password hint *

Enter these validation numbers into the box below them



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


Vendor ID

FID/SSN (Enter without dashes)

General Information Section

- You should see a green check in the upper left corner of the screen.

New Vendor Registration

 Your User ID and password have been successfully set. Please continue with the registration process.

General information

Step 2

NOTE: Any section marked with a Red Asterisk (*) is required.

- You MUST enter information in for the Company Name, Address, City, State, Zip, E-mail, Vendor Type, FID/SSN (you must enter this information twice) fields. All other fields are helpful but not required.

NOTE: If you enter your Bank information, you MUST add a dash before the last number in the Bank Routing Number - Example: 01100001-5.

Bank Information



Bank Routing Number: 01100001-5 FEDERAL RESERVE BANK

Bank Account Number: 120120

Bank Account Type: Checking

Continue

Address Information Section

- Click on “add” Under the Addresses section. Make any changes to the Address shown and click Save at the bottom of the page which will bring you back to the Address information screen. You will see your address listed.

New Vendor Registration

Address information

[Help](#)

Addresses

[add](#)

Name/DBA Address Is Default

Continue

[Help](#)

Addresses

[add](#)

Name/DBA	Address	Is Default
1234567891011121314	1234567891011121314 KYLE TX 78666 Fax #:	Y change

Continue

- If you need to make changes to the address OR add a contact person, click on Change.
 - To add a contact, click on Add Contact at the bottom of the screen and enter the contact information.
 - When you have entered your contact information, click Save from the bottom of the screen.

Add Contact

Save

Cancel

- Click on Continue when you have entered all of your addresses and contacts.

General Vendor Contacts

- Enter Vendor Contacts in this section if you did not do so in the step above or if you need to add additional contacts.
- Click Continue from the bottom of the screen to move to the next section.

Commodities

- You can use the search field at the top of the screen to for commodities that are associated with your business. Place a check in the box to the left of any commodities or services that can be associated with your business and click Add. You will see the items that you have selected at the bottom of the screen under the “Add” button. You may have to search multiple times to find the commodities associated with your business.

Select Commodities

Select Commodities

Search for your commodities/services, then select and “Add”. Search again and repeat as necessary. Click “Finish”

Keyword(s) or commodity code (first 3 or more digits)

[List all commodities/services](#)

3 Found

1-3

Select All	Code	Description
<input type="checkbox"/>	20789	Testing Equipment:Computers
<input checked="" type="checkbox"/>	93921	Computers, etc Maint/Repair
<input type="checkbox"/>	99829	Computers, Parts Sale Surplus

Currently Added

91871	Technology / IT Consulting
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- Click Continue from the bottom of the screen when you have added all of the Commodities/services associated with your business.

Review

- Review the information that you have entered and click on Register when everything is correct. **NOTE:** You can click on Change under the sections to edit your information for that section.
- Make sure to review the Terms and Conditions and click Register when you are ready to submit your form.

Please see our Terms and Conditions at: Hays CISD Terms and Conditions

I have read and accept the terms & conditions.

(Only click Register once and refrain from using your browser's Back or Refresh button.)

Review

[Help](#)

Please check that the information below is correct. Make changes if necessary. [Finish](#)

[General Information](#) [change](#)

Name/DBA _____

Entity _____

Address _____

Fax Number _____

SSN _____

Geographic _____

E-Mail _____

Web Site _____

Vendor Type _____

Gender _____

Ethnicity _____

Foreign Entity _____

Bank _____

Bank Account Number _____

Bank Account Type _____

[Terms](#) [change](#)

Discount Percentage _____

Days to Discount _____

Days to Net _____

[Address Information](#) [change](#)

Name/DBA _____ Address _____

[Accounts Contacts](#) [change](#)

Type	Name	Description	Email

[Commodities](#) [change](#)

[Attachments](#)

Attachment Type _____