# New Supplier Registration

1) Go to http://www.houstonisd.org/ProcurementServices

2) On left side of screen, click "**Register a New Supplier Account**"

3) Supplier Self-Registration form consists of 2 distinct steps.


   a. Fill the Supplier Self-Registration form, acknowledge HISD Privacy Statement then click "**Save**" located at the bottom right of the screen.
   b. Register for NIGP Codes then click "**Save**" located at the bottom right of the screen.

   *Helpful tips while registering your company:*
   a. Only one account allowed per Tax Identification Number
   b. **Purchase Order E-mail:** Use an email account where purchase orders should be received.  Only pertains if awarded a contract.
   c. **Solicitation Notification E-mail:** Use an email account where solicitations should be received. If multiple people should receive notices, consider a group email account.
   d. **Company Tax Identification Number:** This number should match your W-9 form. For W-9 information, see: https://www.irs.gov/pub/irs-pdf/fw9.pdf.
   e. **DUNS Number** is optional.
   f. **Contact Person Information:** Should be the person from your company who can best respond to HISD's Solicitations.
   g. Required fields are marked with an asterisk (*) and must be filled in.
   h. The "Save" button only becomes active once all required fields are completed and HISD Privacy Statement is acknowledged.
   i. **Password Requirements:** Minimum of 8 characters, an uppercase character, a lowercase character, a number, and a special character.

4) Shortly after registering, you'll receive an email with a User ID and temporary password:

*Congratulations!* You have successfully registered as a potential HISD supplier.
Access your account by going to http://www.houstonisd.org/ProcurementServices →  **Login**.


# Logging into your Account

1) Log-on to your supplier account using the link provided in the email, or click on Login under Manage My Supplier Account here
http://www.houstonisd.org/ProcurementServices

*Helpful tip:* Upon logging on, the system will require you to choose a new password. Password Requirements = Minimum of 8 characters, an uppercase character, a lowercase character, a number, and a special character.

# UPDATING YOUR SUPPLIER PROFILE

*Helpful tip:* Supplier Profile changes will be reflected on your user id.

1) Select the "**Supplier Profile Update**" tile when logged into your Supplier Account.

2) Click **EDIT**.

3) Update the information.

4) Click **SAVE**.

# UPDATING YOUR COMPANY PROFILE

*Helpful tip:* Company Profile changes will be reflected on your Company Profile.

1) Select the "**Company Profile Update**" tile when logged into your Supplier Account.

2) Click **EDIT**.

3) Update the information.

4) Click **SAVE**.

# UPDATING YOUR NIGP Code Registration

*Helpful tip:* Registering for relevant NIGP Codes allows your company to automatically become registered for future Solicitations against that NIGP Code.

1) Select the "**NIGP Lookup**" tile when logged into your Supplier Account.

2) Click **EDIT**.

3) **Add / Remove** NIGP Codes.

4) Click **SAVE**.

*Helpful tips:*
- On the right side of the screen is a list of NIGP codes. Select all of the codes that are applicable to your line of business. Click "+Add NIGP Codes" then click **SAVE**.
- *Only select the commodity codes for goods and / or services that your company can provide.*
- Use the **Search** button to search for specific NIGP Codes.

# Resetting you Password

1) Go to http://www.houstonisd.org/ProcurementServices

2) On left side of screen, click "**Forgot Password**"

3) Enter in User ID

4) Click Reset Password

5) Shortly after resetting your password you'll receive an email with a temporary password.

# Forgot User ID

1) Go to http://www.houstonisd.org/ProcurementServices

2) On left side of screen, click "**Forgot User ID**"

3) Enter in e-mail address.

4) Click on Submit.

5) Shortly after requesting your user id you'll receive an email with your user id.