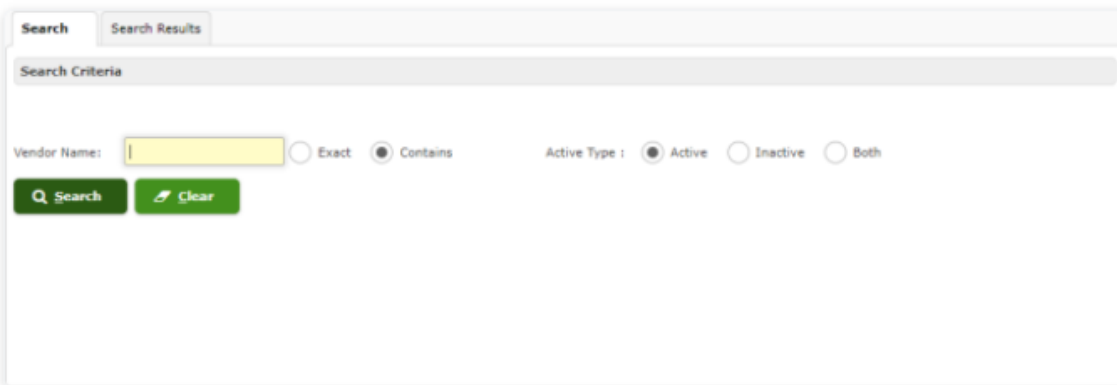


## Vendor Setup Instructions

All vendors are established by Accounts Payable (AP). Before requesting a new vendor, please make sure a thorough search is done before requesting that a vendor be set up. Go to Vendor Lookup in Frontline to complete your vendor search.

### Searching for Vendors

- Access the Vendor Lookup entry point to view the Search tab.



The screenshot shows a web interface for searching vendors. At the top, there are two tabs: "Search" (selected) and "Search Results". Below the tabs is a "Search Criteria" section. It includes a "Vendor Name:" label followed by a text input field. To the right of the input field are three radio buttons: "Exact", "Contains" (which is selected), and "Both". Further right, under "Active Type:", there are three radio buttons: "Active" (selected), "Inactive", and "Both". At the bottom of the search criteria section, there are two green buttons: "Search" with a magnifying glass icon and "Clear" with a trash can icon.

- Enter the Vendor Name.
  - With a *Contains* search, your search results will include any vendor with a name that contains the characters you enter in the field. For example, if you enter "off", your search might return Office Depot, City Office Supplies, and Bob's Coffee Service. With an *Exact* search, your search will only return a vendor with a name that matches your complete entry exactly.
- Select whether to search for *Active* vendors, *Inactive* vendors, or *Both*.
- Click the  button to view the Search Results tab with any matching results.

### New Vendor Requests

For any new vendor setup, as well as for any activation of an inactive vendor, a vendor number request form, CIQ (Conflict of Interest Form), and W-9 will be **required**. We request that you allow a two-day turnaround on establishing a vendor number as we receive many requests for vendor numbers. Please email completed forms to [vendorpacket@saisd.net](mailto:vendorpacket@saisd.net).

## **Address Changes**

If the vendor requires a change of address, please send the documentation to [vendorpacket@saisd.net](mailto:vendorpacket@saisd.net). This can include but is not limited to a letter from the vendor, an email from the vendor, or a new W-9 that includes the new address.

**Note: It shall be the responsibility of the vendor doing business with the San Antonio Independent School District to inform the district of any changes such as W-9 (EIN), name, address, phone number, fax number, e-mail, etc. The updating of this information will help prevent any payment delays.**