



Click on [iSupplier URL](#) to begin registration.

Supplier Name - Enter the full legal name of the supplier.

Taxpayer ID - For individuals, this is generally your social security number (SSN). For other entities, it is your employer identification number (EIN). For further instructions, please review the W-9 form.

Email - Enter your primary email address. All notifications including the supplier approval email will be sent to the email address provided.

First Name - Enter the first name for your primary contact.

Last Name - Enter the last name for your primary contact.

Phone Number - Enter your primary phone number.

If you receive an error message that the supplier/Taxpayer Id /

Please contact suppliers@dallasisd.org if you have further questions.



The information in this section needs to be filled in even if you want to be paid via Check.

Click the button to enter your bank account details.

Country - The default value is 'United States'. Do not update this field as Dallas ISD makes electronic payments to bank Accounts in US only.

Branch - Select the option 'Existing Branch'

Branch Name - Enter your 9 digit bank routing number or select it from the list of values.

Account Number - Enter your bank account number.

Note to Buyer - Optionally, enter any comments for Dallas ISD as needed.

If for some reason, you cannot enter banking information, enter in Routing Number and your Supplier Name in 'Account Number' fields.

Payment Method - Select the payment method for your payments. Select 'Check' or 'Electronic' based on your payment preference.

Email Address for Remittance Advice - Enter the email address where payment notifications should be sent.

Supplier Type

Please contact suppliers@dallasisd.org if you have further questions.