

Login to the Dallas ISD Portal

http://disdops.dallasisd.org/OA_HTML/AppsLocalLogin.jsp

Expand DISD iSupplier User by clicking on the + sign

Select Transaction Inquiry

Select the Finance tab

Navigate to the right side of the screen and select Go next to 'Create Invoice with a PO'

Enter the PO number in the Purchase Order Number Field and then Press Go