

ONLINE VENDOR REGISTRATION INSTRUCTIONS

To: All DPS Current/Potential Vendors

Please follow instructions below for completing on-line vendor registration process:

1. Go to DPS website, www.dps.k12.oh.us ; select **Vendor Registration Process** from the **Our Community** menu and click the DPS Vendor Registration link.
2. Select **Need an Account?** at the bottom of page or **Log in** with your Email and Password.
3. Select Vendor Registration request from the +New Request dropdown.
4. Select the Request type in the dropdown. Current vendors, provide the appropriate vendor number in the Description box. This vendor number can be obtained from a DPS purchase order, check, or by [emailing DPS Purchasing](#).
5. Select 'All Buildings' in the Buildings field.
6. Enter the Legal Company Name of your business (the name entered on the W9); if you are in an independent contractor, enter your name in the following form: last name, first name, title, or suffix
7. Enter complete W-9 Address.
8. Enter phone number of person/department that handles firm's customer service.
9. Enter company's federal tax identification number; if none, enter social security number of majority owner of firm.
10. Enter firm's Website URL.
11. Select the "Ownership" type for the company.
12. **The IRS Form W-9 is a required document for registration. Upload the completed and signed IRS Form W-9.**
13. If purchase orders processing address is the same as above, check the box. If not, enter address of purchase order processing office.
14. **The Email Address is a required field. Enter email address of person/department that is responsible for purchase order processing. Purchase orders will be emailed to this email address.**
15. Certifications – Please select all applicable certifications held by the firm (and attach appropriate certifications).
16. Gender – choose appropriate gender for majority owner of the firm.
17. Ethnic Code – choose appropriate ethnic code for majority owner of the firm.
18. NIGP Class – follow steps below to choose appropriate NIGP codes:
 - Click on dropdown and select category from listed choices (multiple classifications may be selected)
 - Select the National Institute of Governmental Purchasing link for additional information
19. Click the link to view DPS Terms and Conditions.
20. *Check the box confirming you have read and agree to all DPS Terms and Conditions.
21. * Sign by typing your name confirming you have read and agree to all DPS Terms and Conditions.
22. Hit the submit button to complete the registration process. A registration number will be provided upon completion of the electronic form. Please retain this information for future use.

IMPORTANT INFORMATION: All new vendors or current vendors registering a **name change** must provide a current W-9. The W-9 form can be [downloaded](#) and submitted as an update on the Vendor Registration Requests.

Please email questions to DPSVend@daytonpublic.com. Thank you in advance for your cooperation.

Regards,

Terri L. Allen
Purchasing Director