

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 **Our Community** 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. Current vendors will select "Update Vendor Information" at the top of the form and provide the appropriate vendor number. This vendor number can be obtained from a DPS purchase order, check, or by emailing DPS Purchasing at DPSVend@dps.k12.oh.us.
6. Select 'All Buildings' in the Buildings field.
7. 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
8. Enter complete W-9 Address.
9. Enter phone number of person/department that handles firm's customer service.
10. Enter company's federal tax identification number; if none, enter social security number of majority owner of firm.
11. Enter firm's Website URL
12. Select the "Ownership" type for the company
13. If purchase orders processing address same as above, click yes. If not, enter address of purchase order processing office.
- 12. 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 his information for future use.

IMPORTANT INFORMATION: All new vendors or current vendors registering a **name change** must provide a current W9. The W9 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