

Purchasing – Vendor Entry (Address)

Address - WF\VE\VB - 10022 - 05.18.06.00.06 - Google Chrome

Secure | https://skyward.fisd12.net:444/scripts/wsisd.dll/WService=wsFin/fvndredit002.w

Address

Vendor Relationship and Status

Vendor Name: TEST Key: TEST A/I: 002 Fmt: Bus

Continue Request
Skip
Stop Request
Cancel Request

Address

House # Dir Street
Address: Address 2:
SUD: SUD #: PO Box:
Zip Code: 77546 City/State: FRIENDSWOOD, TX
County: Township:

☐ **Separate Mailing Address?**

House # Dir Street
Address: Address 2:
SUD: SUD #: PO Box:
Zip Code: City/State:

- Enter **Address**
- If Vendor has a **Separate Mailing Address** check box and enter. It is very important to confirm that we have the “remit to” address entered so that payment is mailed correctly.
(If system does not accept Zip Code – see next page)
- Select **CONTINUE REQUEST**

Purchasing – Vendor Entry (zip code not found)

Address - WF\VE\WB - 10022 - 05.18.06.00.06 - Google Chrome

Secure | <https://skyward.fisd12.net:444/scripts/wsisa.dll/WService=wsFin/fvndredit002.w>

Address

Vendor Relationship and Status

Vendor Name: Key: A/I: Fmt:

Address

House # Dir Street
Address:

Address 2:

SUD: SUD #: PO Box:

Zip Code: City/State:

County: Township:

☐ **Separate Mailing Address?**

House # Dir Street
Address:

Address 2:

SUD: SUD #: PO Box:

Zip Code: City/State:

Continue Request
Skip
Stop Request
Cancel Request

- If system does not accept the Vendor's **Zip Code**; enter "**00000**" and email the Purchasing Coordinator so it can be added to the system.
- Select **CONTINUE REQUEST**