

New Vendor Registration Instructions (Rev 4-22-24)

- 1- Download, complete and save all required documents as pdf files (preferred) for your business type at:
<https://www.dekalbschoolsga.org/vendor-services/> Click on “Required Documents”

Carefully follow the instructions. Missing, incomplete or incorrect documents will delay vendor approval.

Required Documents:	Product Only Providers	Service Providers* with NO Employees	Service Providers* WITH Employees
IRS W9 form	Yes	Yes	Yes
Vendor Verification form	Yes	Yes	Yes
Immigration/Security Documents (return the 2-page Immigration form and 2-page Affidavit)	No	Yes – download <u>Affidavit of Exception</u> file/ initial 2b, 3,4,5; sign, date & notarize	Yes- download <u>Contractor Affidavit</u> file/ initial 2a, 3, 4, 5; sign, date & notarize
Business License	If applicable	If applicable	If applicable
State issued picture ID (front side only)	No	Yes	No
State Issued Food Service Permit or Cottage License	No	Yes, for food providers	Yes, for food providers

***Service providers include but are not limited to businesses which provide:** rentals, repair services, customized apparel or products, in-person consulting or training, installations, event planning, etc.

2 - Complete the online Vendor Self-Service registration

Click on: <https://www.dekalbschoolsga.org/vendor-services/>

1. Click on **Vendor Registration**, then click **Log in/Register**
2. Scroll to the bottom and click on “**Create an account**”
3. Complete the instructions and follow the prompts to completion
4. Upload all required documents
 - a. Immigration documents can all be in one pdf file-instructions don’t need to be included

3 - Notify your district contact that you have completed the online registration.

Your vendor file will be reviewed for completeness, and you will be notified when you are an active vendor in our purchasing system.