

There are two ways to access the Supplier registration and login page:

1. Click on the hyperlink below to register or log in to the iStar Vendor Portal page:

<http://wwwappsdstc.lonestar.edu/istar/supplier.htm>

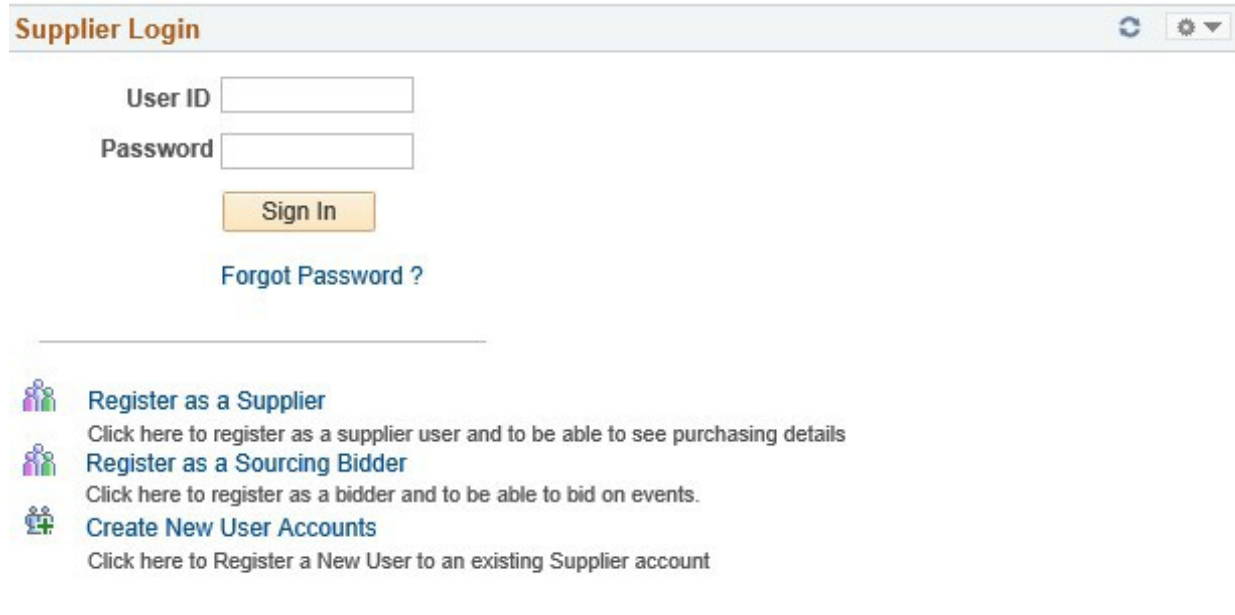
OR

2. Click on the hyperlink below to log in to the Lone Star College Webpage.

<http://www.lonestar.edu/purchasing.htm>

Click on the **iStar Vendor Portal** link located in the **Documents** section on the right hand side of the screen.

Once you have navigated to the iStar Vendor Portal, click on the [Register as a Supplier](#) hyperlink.





Supplier Login


User ID

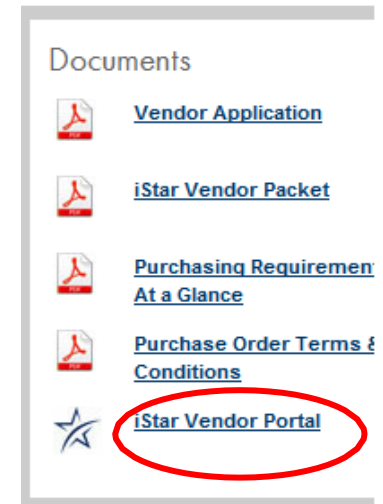
Password

[Forgot Password ?](#)

 [Register as a Supplier](#)
Click here to register as a supplier user and to be able to see purchasing details

 [Register as a Sourcing Bidder](#)
Click here to register as a bidder and to be able to bid on events.

 [Create New User Accounts](#)
Click here to Register a New User to an existing Supplier account



Please note that only one registration is allowed per company.

Email addresses for receiving notices must be kept up to date to prevent correspondence and notifications from being sent to an “inactive” email.

Once you have created your User ID, it cannot be changed. All users associated with your company will need to log in using the same User ID and password so it is important to keep this in mind when setting up your registration.

******It is highly recommended that you use all or part of your company name as your User ID.**

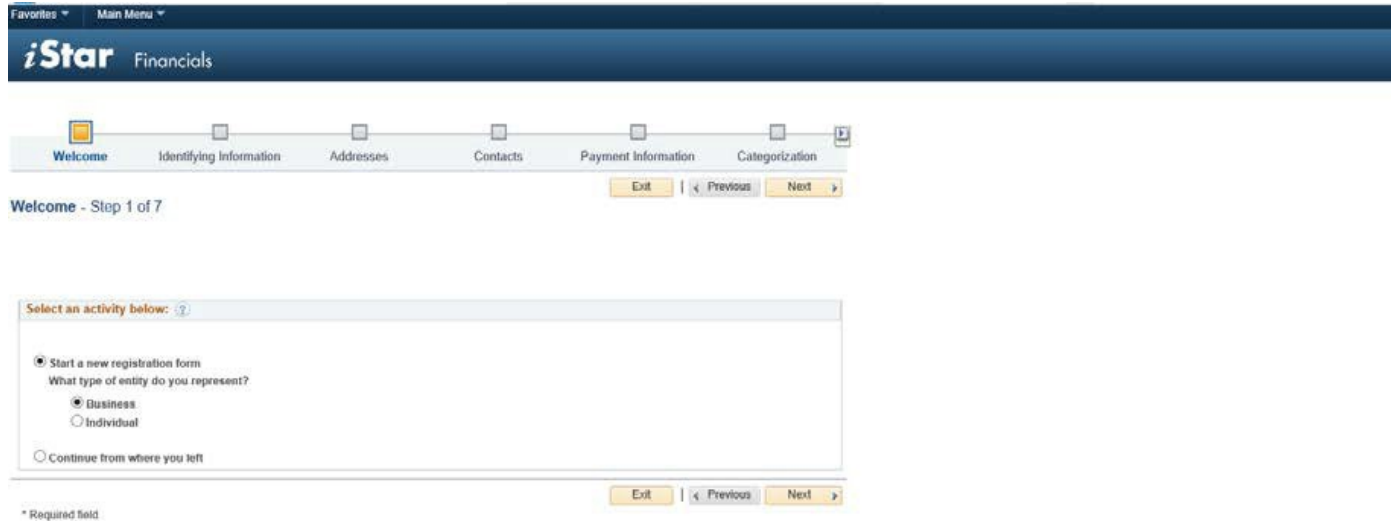
Example: company name is ABC Company. User ID: ABCCOMPANY

Once a user ID is created and saved it cannot be changed.

TIPS FOR CREATING YOUR USER ID:

- Use all CAPS
- Do not use more than 10 characters when creating your User ID
- Do not use spaces
- All alpha, no numbers or special characters such as < ; ! * % \$ # ()
- No e-mail address (cannot use an email address as a user ID)
- It is highly recommended that you do not use an individuals' name

Setting up your Supplier Registration



The screenshot shows the iStar Financials web application interface. At the top, there is a navigation bar with the iStar logo and the text "Financials". Below this is a breadcrumb trail with icons for "Welcome", "Identifying Information", "Addresses", "Contacts", "Payment Information", and "Categorization". The "Welcome" step is currently active. Below the breadcrumb trail, the text "Welcome - Step 1 of 7" is displayed. To the right of this text are three buttons: "Exit", "Previous", and "Next". The main content area contains a form titled "Select an activity below:" with a question "What type of entity do you represent?". There are three radio button options: "Start a new registration form" (which is selected), "Business", and "Individual". Below these options is a link "Continue from where you left". At the bottom of the form area, there are three buttons: "Exit", "Previous", and "Next". A small asterisk and the text "* Required field" are located at the bottom left of the form area.

Step 1: Welcome

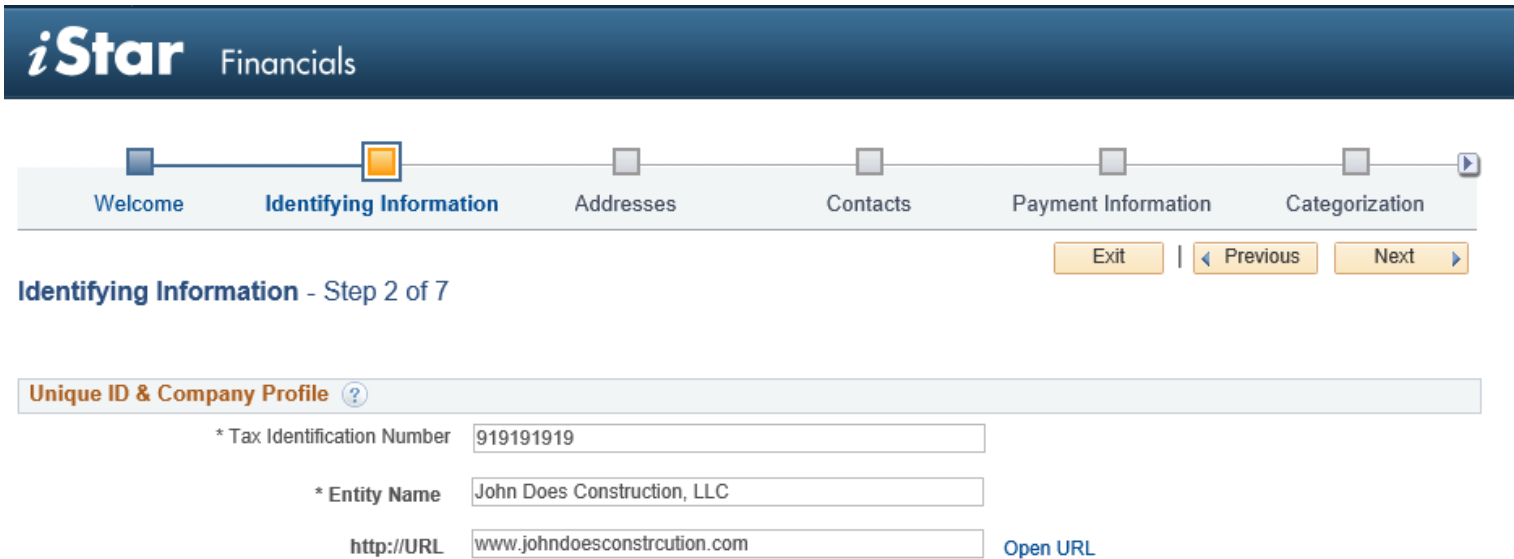
Select the type of user: is this a Business or an Individual?

- Click the "Next" button"

Step 2: Identifying Information

Unique ID & Company Profile

- **Tax Identification Number:** Enter the companies 9-digit tax ID number.
- **Entity Name:** Enter the legal name of the company.
- **[http://URL](#):** enter the companies website address.



iStar Financials

Welcome **Identifying Information** Addresses Contacts Payment Information Categorization

Exit | Previous Next

Identifying Information - Step 2 of 7

Unique ID & Company Profile ?


* Tax Identification Number



* Entity Name



http://URL [Open URL](#)



Profile Questions



- Select “Yes” or “No” from the drop down menu to each of the profile questions. If you answered “Yes” to question 1 please provide an explanation in the second comments box.

Profile Questions 

* Does a LSCS employee work for your company (if yes, please answer question below)?  No 

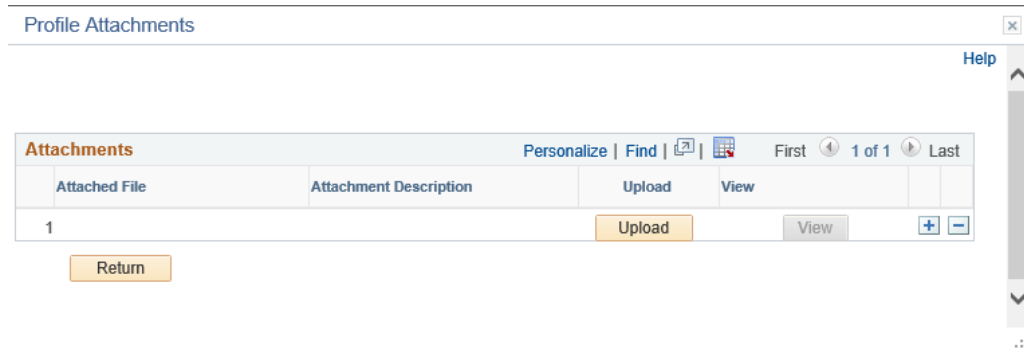
If "yes", whom?  

* Does a LSCS employee or his or her family member own five percent (5%) or greater interest in your entity? A family member means a spouse, child, (natural)  No 

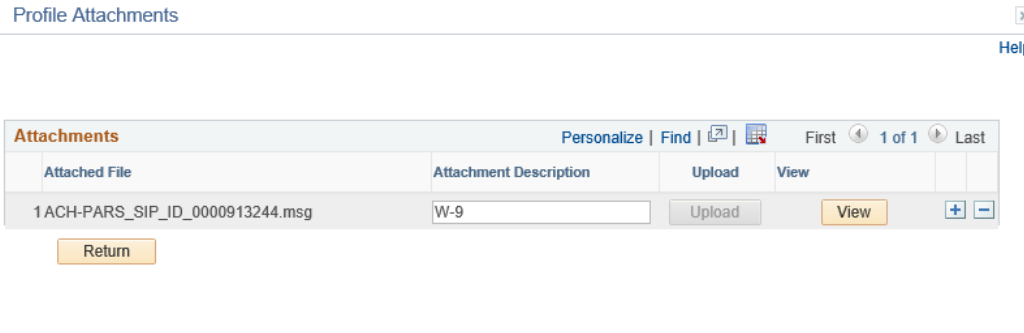
* Attach Vendor Application, W-9 and any Certifications  [Add Attachment](#) 


THIS FEATURE IS NOT ACTIVE AT THIS TIME. PLEASE SKIP TO ADDITIONAL REPORTING ELEMENTS ON PAGE 7.

- Click the [Add Attachment](#) hyperlink to attach Vendor Application or W-9 all HUB Certifications for the State of Texas.
*****Note: Please keep file names at 35 characters**



- Click the "Upload" button.



- Locate your file to attach.
- Enter an Attachment Description.
- Click the blue + sign  to add an additional attachment.

Additional Reporting Elements

- If your company has a valid HUB certification for the State of Texas please complete the following.
- HUBZone Program: select “Yes, this is a HUB bus” from the drop down menu.
- Select all other options that are applicable.

- **If your company is not HUB certified, click the “Next” button.**

Additional Reporting Elements ?	
HUBZone Program	1) Yes, this is a HUB bus
Size of Small Business	: If applicable, select one
Veteran-Owned Small Business	: If applicable, select one
Sm Disadvantaged Business Prog	: If applicable, select one
Other Preference Programs	: If applicable, select one

Please check all that apply:

Emerging Small Business

Women-Owned Business

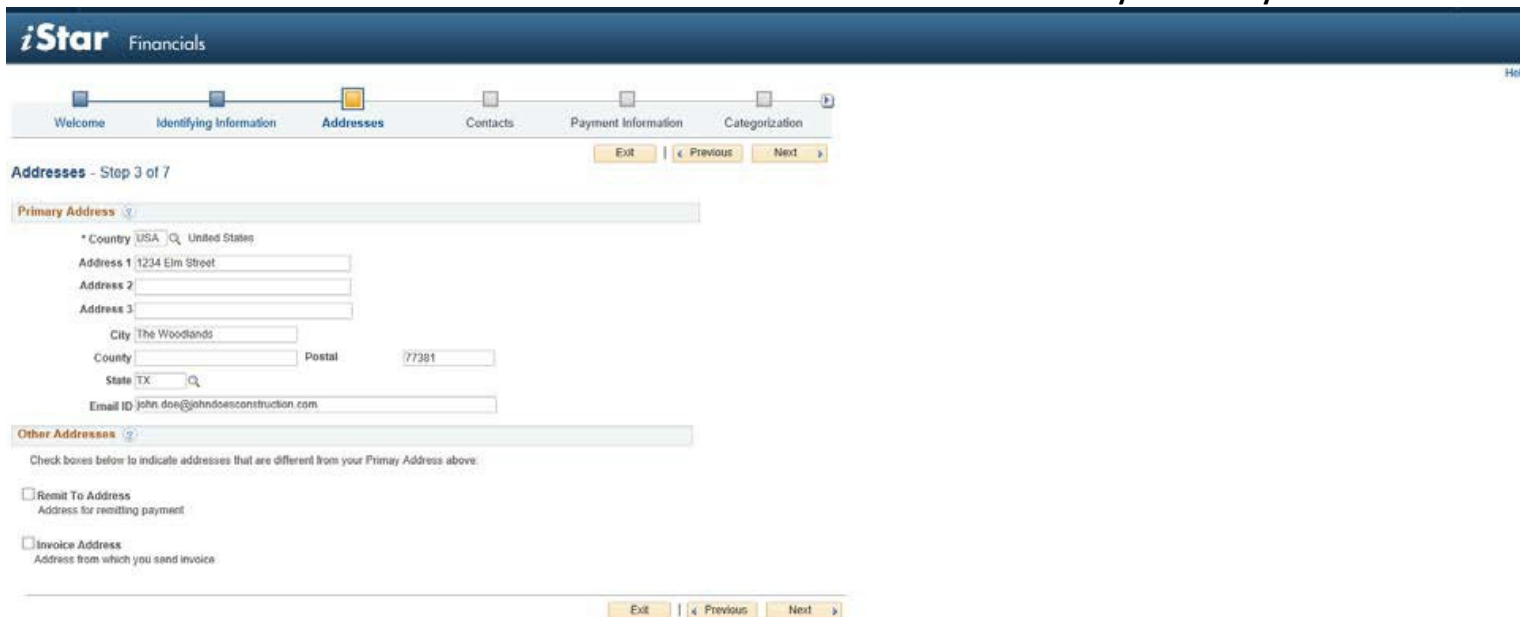
Veteran

Disabled

- Click the “Next” button to proceed to the next section.

3. Addresses

- **Address 1:** Enter the companies street address.
- **Address 2:** Enter any additional street address information. Example: Bldg C, Suite123
- **Address 3:** Enter any additional street address information.
- **City:** Enter the city the business is located in.
- **State:** Enter the state the business is located in.
- **Postal:** Enter the zip code.
- **Email ID:** Enter the email address for the main contact.
- **Other Addresses:** Check boxes below to indicate and add addresses that are different from your Primary Address.



The screenshot shows the 'iStar Financials' registration interface. At the top, a navigation bar includes 'Welcome', 'Identifying Information', 'Addresses' (highlighted), 'Contacts', 'Payment Information', and 'Categorization'. Below this is a progress indicator showing 'Addresses - Step 3 of 7' with 'Exit', 'Previous', and 'Next' buttons.

The 'Primary Address' section contains the following fields:

- Country: USA (United States)
- Address 1: 1234 Elm Street
- Address 2: [Empty]
- Address 3: [Empty]
- City: The Woodlands
- County: [Empty]
- Postal: 77381
- State: TX
- Email ID: john.doe@johndoesconstruction.com

The 'Other Addresses' section includes the instruction: 'Check boxes below to indicate addresses that are different from your Primary Address above:'

- Remit To Address
Address for remitting payment
- Invoice Address
Address from which you send invoice

At the bottom, there are 'Exit', 'Previous', and 'Next' navigation buttons.

- Enter additional address information, such as remittance addresses and contact information, as applicable.
- Click the “Next” button once all address information has been entered.

iStar Financials

Address 2

Address 3

City

County Postal

State

Email ID

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

Remit To Address
Address for remitting payment

* Country United States

Address 1

Address 2

Address 3

City

County Postal

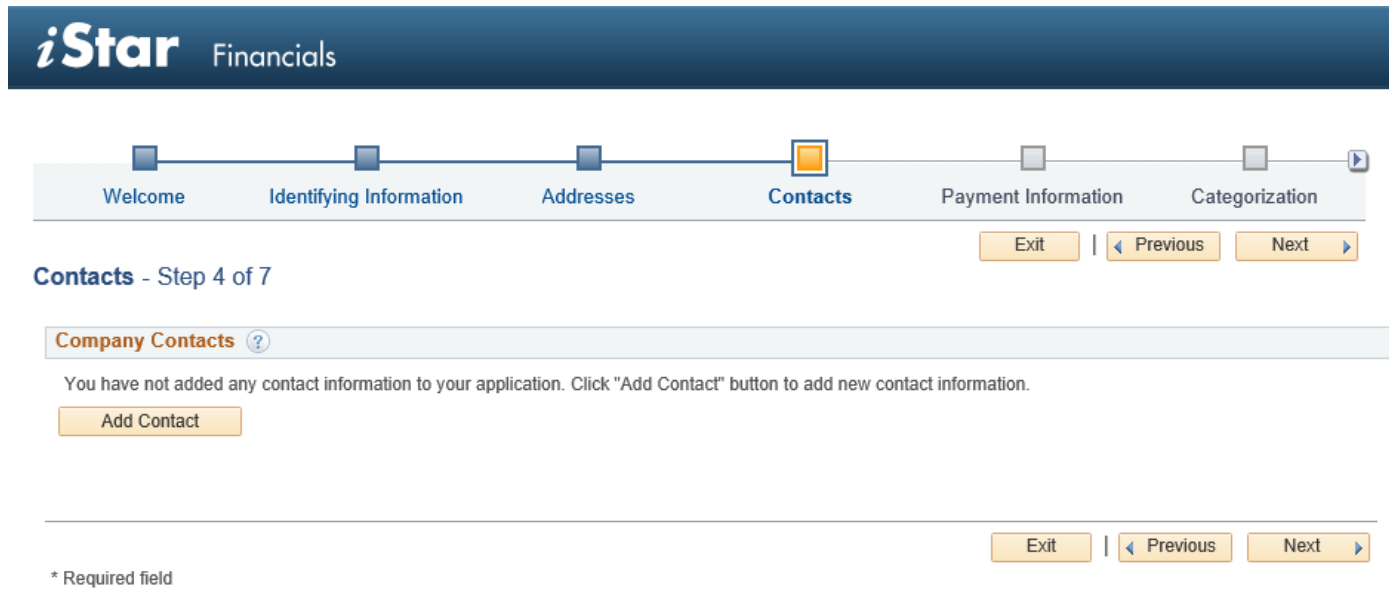
State

Email ID

Invoice Address
Address from which you send invoice

Step 4: Contacts**Company Contacts**

- Click the "Add Contact" button.



The screenshot shows the iStar Financials registration interface. At the top, the iStar logo and "Financials" are displayed. Below this is a progress bar with seven steps: Welcome, Identifying Information, Addresses, Contacts, Payment Information, and Categorization. The "Contacts" step is highlighted with a blue square. To the right of the progress bar are three buttons: "Exit", "Previous", and "Next". Below the progress bar, the text "Contacts - Step 4 of 7" is displayed. Underneath, there is a section titled "Company Contacts" with a help icon. The text below this section reads: "You have not added any contact information to your application. Click 'Add Contact' button to add new contact information." Below this text is a button labeled "Add Contact". At the bottom of the page, there is a horizontal line, and below it, the text "* Required field" is displayed. To the right of this text are three buttons: "Exit", "Previous", and "Next".

Add Contacts [X] Help

Contact Information ?

* First Name Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

User Profile Information ?

* Requested User ID

Password

Confirm Password

Description

Language Code

Time Zone

Currency Code

- **First Name:** Enter the main contacts first name. (This should be the individual that will view and place bids)
- **Last Name:** Enter the main contacts last name.
- **Primary Contact:** check this option if this is the main contact for your company.
- **Title:** Enter the contacts company title.
- **Email ID:** Enter contacts email address.
- **Telephone:** Enter contacts phone number.
- **Contact Type:** select contact type from drop down menu.
- **User ID:** It is highly recommended that you use all or part of your company name (use ALL CAPS) – see page 2 for add'l instructions
- **Password:** Create a password
Example: User ID: JOHNDOECONSTRUCT Password: JOHNDOECONSTRUCT
- **Confirm:** Re-type your password
- **Description:** Enter the name of your business. If you are registering as an individual, enter your full name.
- **Language:** Default is English (please do not change)
- **Currency:** USD
- **Click the “OK” button.** **Click the “Next” button.**

Step 5: Payment Information

- Please skip this page – click the “Next” button.

[Favorites](#) | [Main Menu](#) | [Home](#) | [Sign out](#) | [Help](#)

iStar Financials

[Welcome](#) | [Identifying Information](#) | [Addresses](#) | [Contacts](#) | **[Payment Information](#)** | [Categorization](#)

[Exit](#) | [Previous](#) | [Next](#)

Payment Information - Step 5 of 7

Payment Preferences ?

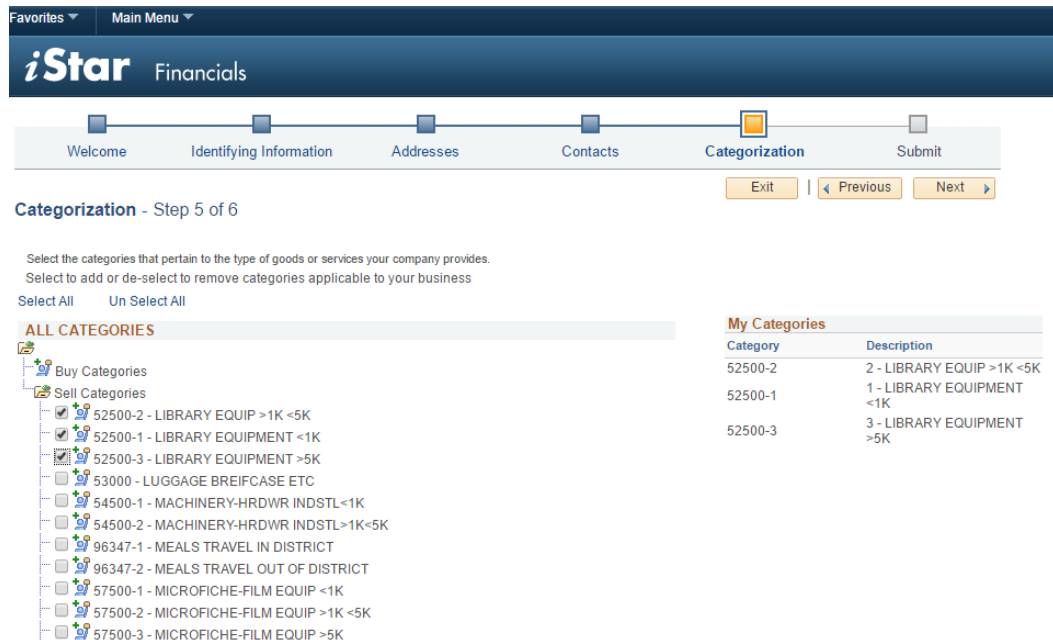
Requested Payment Terms
 Invoice Address
 Remit Address
 Withholding Required
 Enable Email Payment Advice
 Email Address
 Payment Method

Supplier Banking Information ?

Country
 Bank Name
 Branch Name
 Bank ID Qualifier Account Type
 Bank ID
 Branch ID
 Bank Account Number Check Digit
 DFI Qualifier DFI ID

Step 6: Categorization: **If you do not select your categories you will not receive bid invitations and bid notifications electronically.**

- Select the categories that relate to the types of services or goods your company provides.



****Note:** Please allow the system time to update each selection before clicking on the next category.

Helpful Hint: You can use the Find feature (hold down the Ctrl + F key at the same time) to assist with locating categories that may pertain to your type of business. You will need to repeat this step after each Category is selected or write down the list of Category numbers, then begin selecting them.

Example: If your company provides various types of printing services, you can click Ctrl + F and type PRINT and all categories containing the word PRINT will be highlighted in yellow. At that point you can either note each category number and go back to select each one, or select the first highlighted category and repeat the steps: click Ctrl + F and type PRINT until all categories relating to printing have been selected.

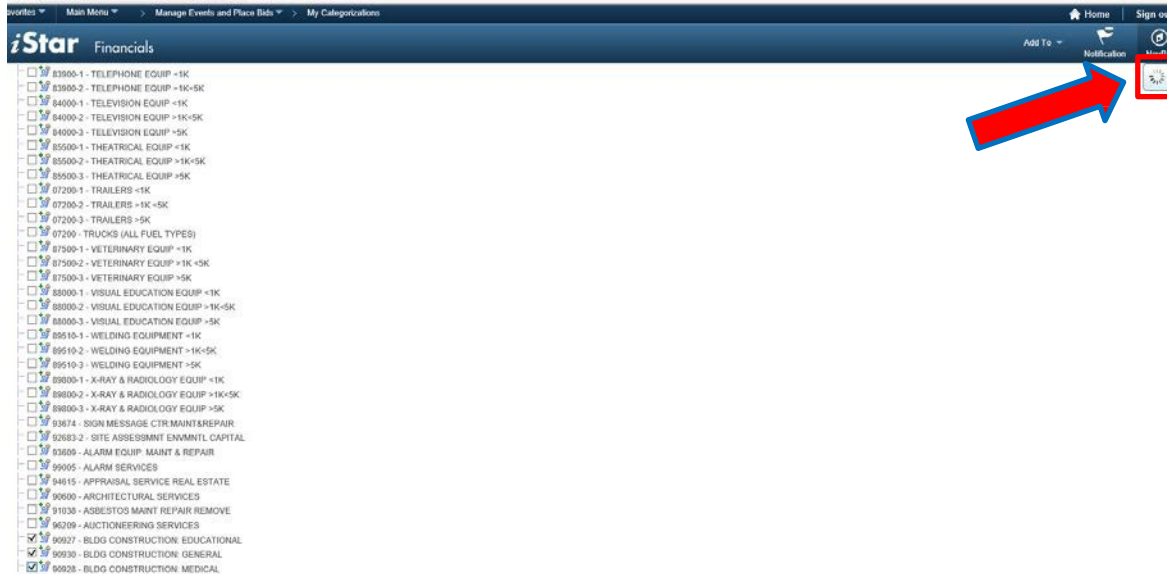
Previous Next Options 15 matches

[Favorites](#) > [Main Menu](#) > [Manage Events and Place Bids](#) > [My Categorizations](#)

iStar Financials

- 89800-2 - X-RAY & RADIOLOGY EQUIP >5K
- 89800-3 - X-RAY & RADIOLOGY EQUIP >5K
- 93674 - SIGN MESSAGE CTR:MAINT&REPAIR
- 92683-2 - SITE ASSESSMNT ENVMNTL CAPITAL
- 93609 - ALARM EQUIP: MAINT & REPAIR
- 99005 - ALARM SERVICES
- 94615 - APPRAISAL SERVICE REAL ESTATE
- 90600 - ARCHITECTURAL SERVICES
- 91038 - ASBESTOS MAINT REPAIR REMOVE
- 96209 - AUCTIONEERING SERVICES
- 90927 - BLDG **CONSTRUCT**ION: EDUCATIONAL
- 90930 - BLDG **CONSTRUCT**ION: GENERAL
- 90928 - BLDG **CONSTRUCT**ION: MEDICAL
- 90922 - BLDG **CONSTRUCT**ION: OFFICE
- 94125 - BOILER: MAINT & REPAIR
- 91003 - BUILDING CLEANING EXTERIOR
- 95815 - BUILDING-FACILITIES MGT SVCS
- 91313 - **CONSTRUCT**ION: BRIDGE
- 91223 - **CONSTRUCT**ION: GENERAL MISC
- 91226 - **CONSTRUCT**ION: HIKE &BIKE TRAIL
- 91232 - **CONSTRUCT**ION: PARK LOT LIGHTNG
- 91336 - **CONSTRUCT**ION: PARKING LOT
- 91347 - **CONSTRUCT**ION: SIDEWALK
- 91231 - **CONSTRUCT**ION: STATUE&MONUMENT
- 91235 - **CONSTRUCT**ION: TENNIS-SPORT CRT
- 91014 - DOOR: MAINT & REPAIR

- Click the box next to the Category (Commodity Code) to select.
- **Please wait for the system to update after selecting a code before selecting the next code.**
- The update is running as long as the “processing” icon is visible.

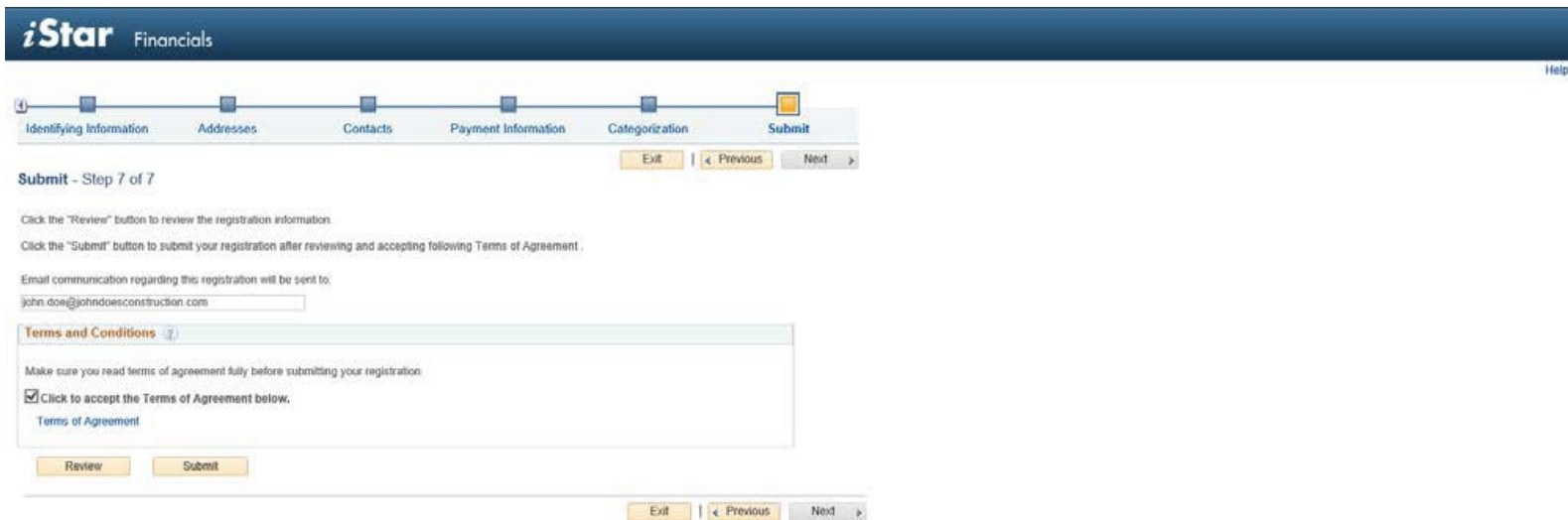


If you are unable to locate categories related to the type of goods or services your company provides please contact Christina Thibodaux @ 832-813-6575 or Christina.M.Thibodaux@lonestar.edu.

- Once you have selected all categories related to your type of business, scroll down to the bottom of the page and click the “Next” button.

Step 7: Submit

- Click the "Review" button to review the registration information.
- Click on the [Terms of Agreement](#) hyperlink to view Lone Star's Terms and Conditions.
- Check the box next to "Click to accept the Terms of Agreement below."
- Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement .



iStar Financials Help

Identifying Information | Addresses | Contacts | Payment Information | Categorization | **Submit**

Exit | Previous | Next

Submit - Step 7 of 7

Click the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.

Email communication regarding this registration will be sent to:
john.doe@johndoesconstruction.com

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.
Terms of Agreement

Review | Submit

Exit | Previous | Next

- The following message will be received upon successful completion of your registration.

Registration Submit Details**Submitted**

 You have successfully submitted your registration.

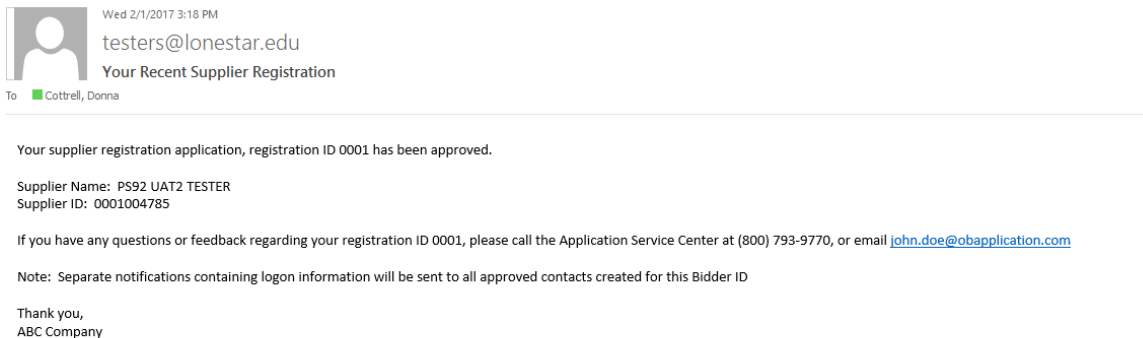
Your registration ID:

0001

Any email regarding the registration status will be sent to:

john.doe@johndoesconstruction.com

Two email notifications will be sent to the individual's email address listed in the contacts section of the registration:

Email #1: Contains your new Supplier (Vendor) record ID # Email

Email #2: Contains your iStar Vendor Portal User ID and Password to log in and acknowledge purchase orders, view payment and billing information and submit bids.



Thu 2/2/2017 3:08 PM

testers@lonestar.edu

New User Account Creation

To  Cottrell, Donna

Your user creation request has been approved. A user profile has been created for you in our system.

User ID: C
Password: 1
Supplier Name: C
Supplier ID: 0001004789

Please use the following link to logon to our website to change your password or view/update your information

http://sovmlfsmweb1t.erptest.prv:8400/psp/fsmuat/SUPPLIER/ERP/c/MAINTAIN_VENDORS.VNDR_ID.GBL?Page=SUP_OB_APR_STATUS&Action=U&BIDDER_ID=0001004789

If you have any questions regarding your user account, please call the Application Service Center at (800) 793-9770, or email john.doe@obapplication.com

Thank you,
ABC Company