

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>

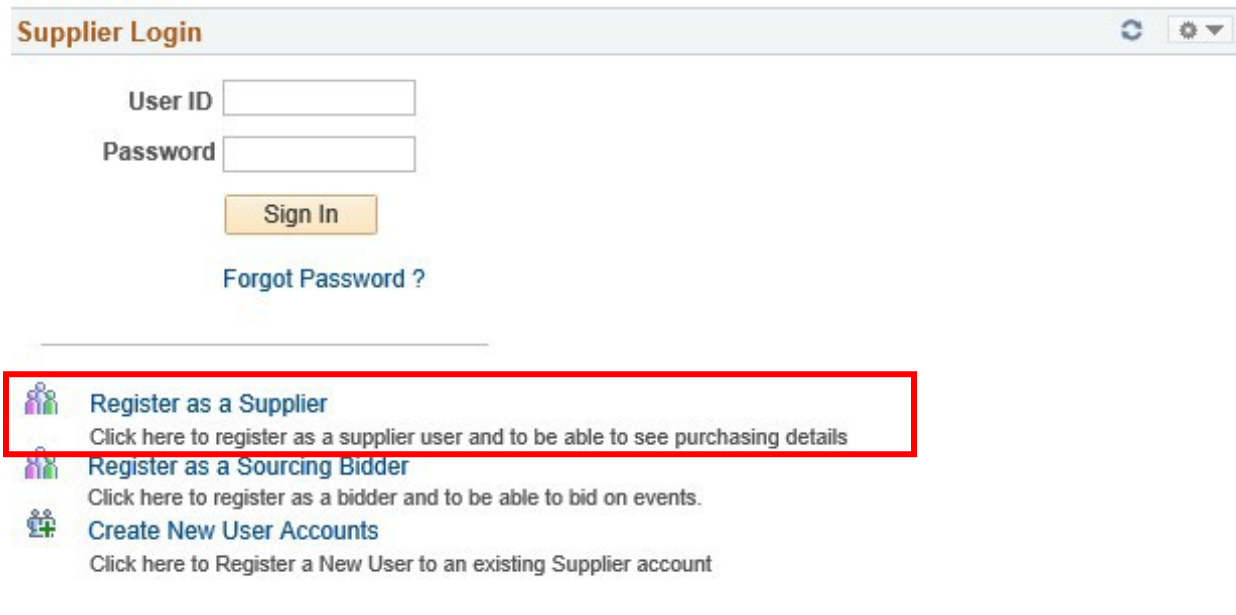
OR

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

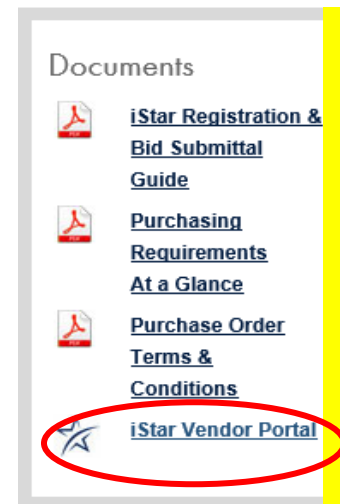
[Forgot Password ?](#)

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 [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.**

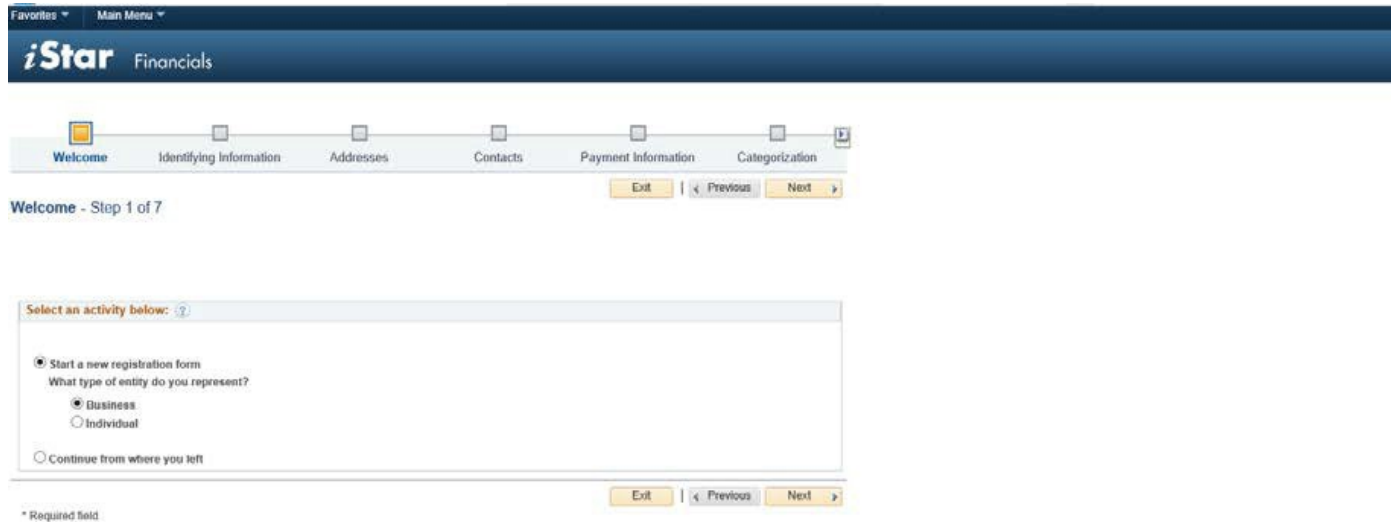
**Example: company name is ABC Company. User ID: ABCCOMPANY**

**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 word "Financials". Below this is a breadcrumb trail with tabs for "Welcome", "Identifying Information", "Addresses", "Contacts", "Payment Information", and "Categorization". The "Welcome" tab is currently selected. 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 help icon. The form has three radio button options: "Start a new registration form" (which is selected), "Continue from where you left", and "What type of entity do you represent?". Under the "What type of entity do you represent?" option, there are two sub-options: "Business" (selected) and "Individual". At the bottom of the form, 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

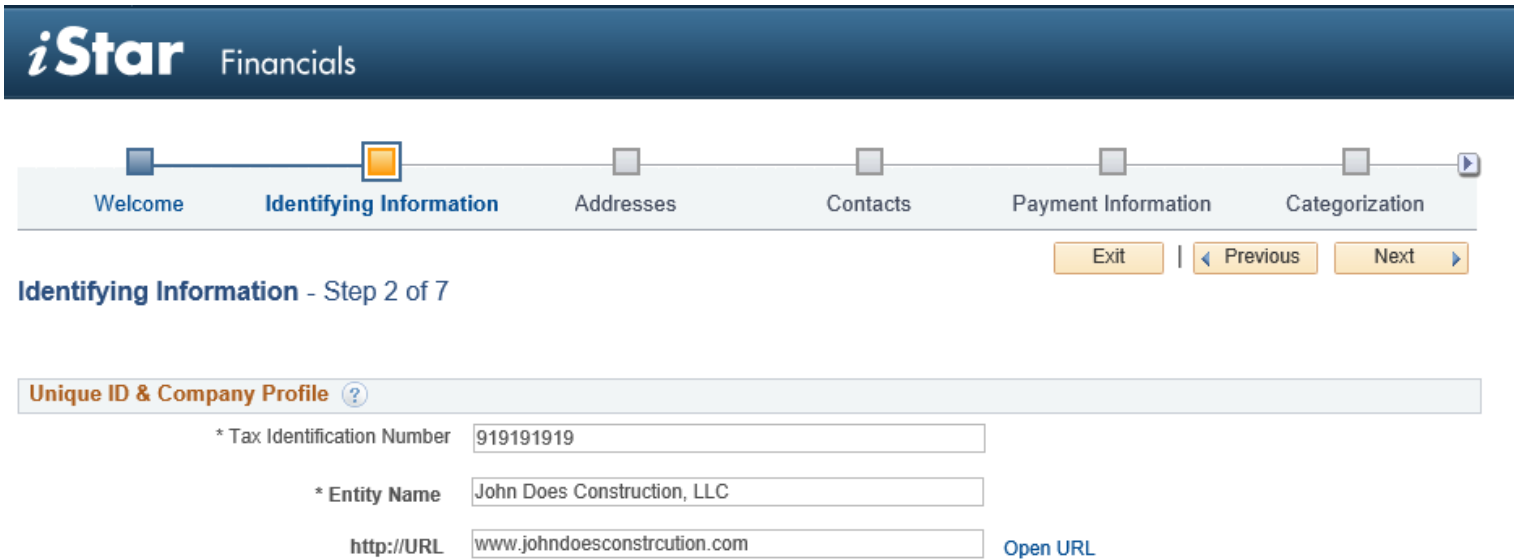
Select the type of user: is this a Business or an Individual?

- 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** ?

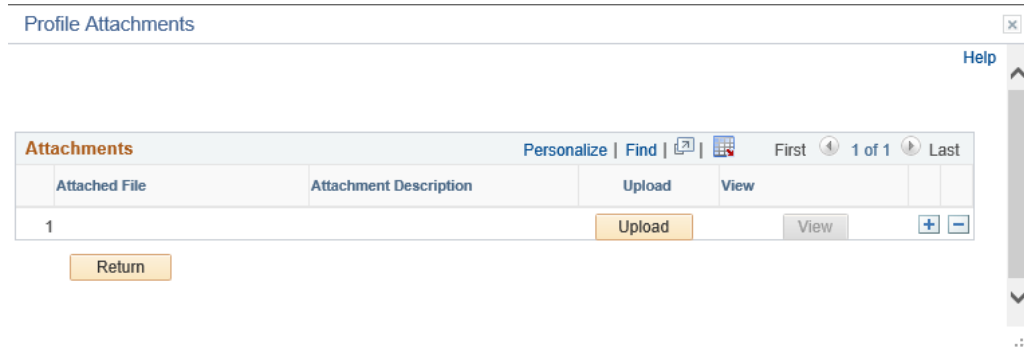
\* Does a LSCS employee work for your company (if yes, please answer question below)?

If "yes", whom?

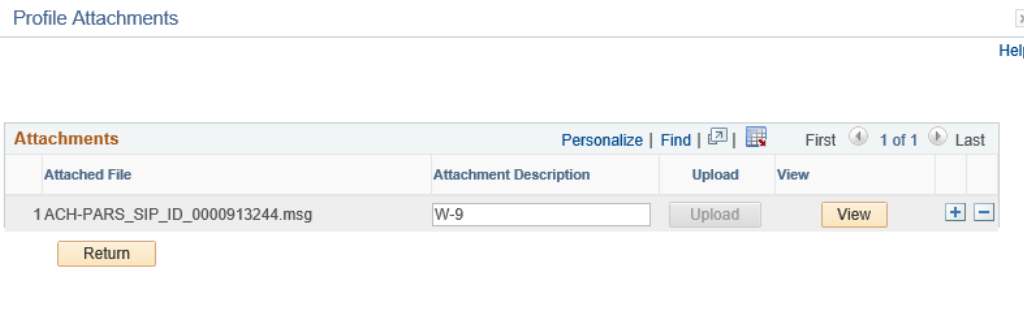
\* Does a LSCS employee or his or her family member own five percent (5%) or greater interest in your entity? A family member means a spouse, child, (natural


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

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



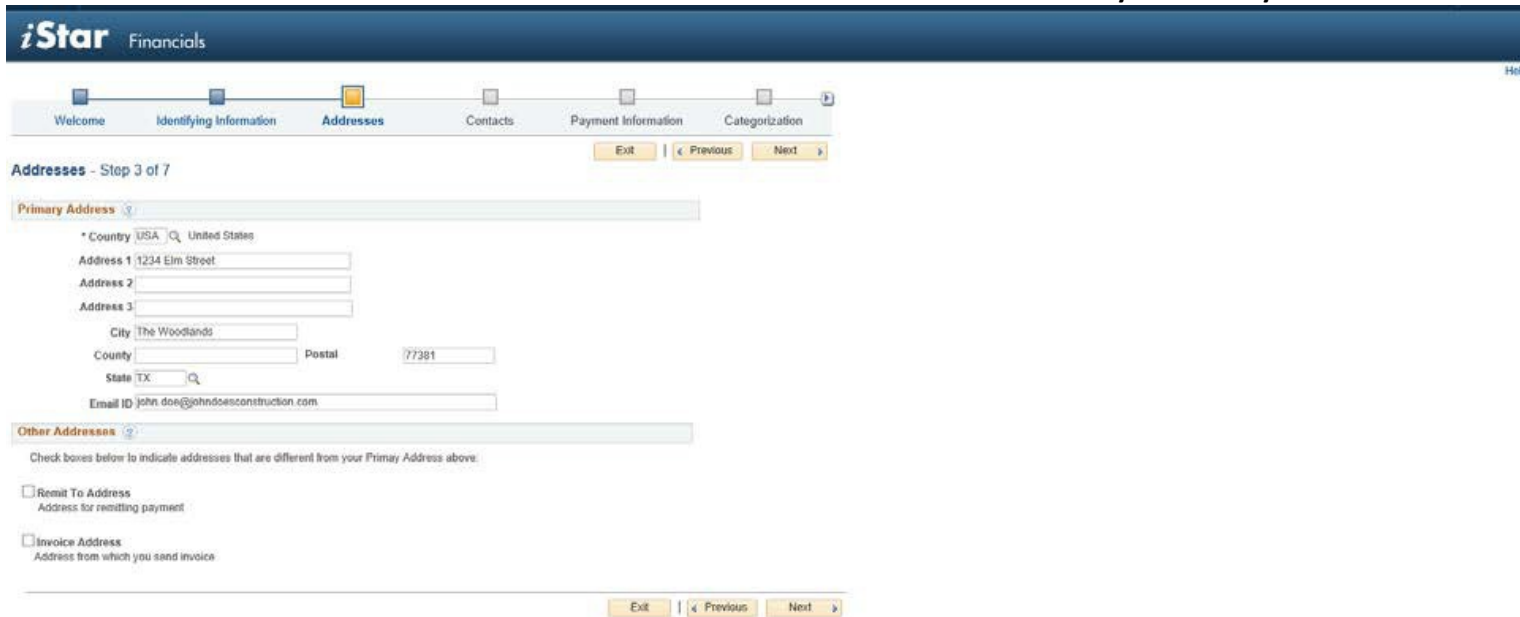
- Click the "Upload" button.



- Locate your file to attach.
- Enter an Attachment Description.
- Click the blue + sign  to add an additional attachment.
- Click the "Return" button once you have added all of your attachments.

### 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.



**iStar Financials** Help

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

Exit Previous Next

**Addresses - Step 3 of 7**

**Primary Address**

\* Country: USA United States

Address 1: 1234 Elm Street

Address 2:

Address 3:

City: The Woodlands

County: Postal: 77381

State: TX

Email ID: john.doe@johndoesconstruction.com

**Other Addresses**

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

Exit Previous Next

- 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

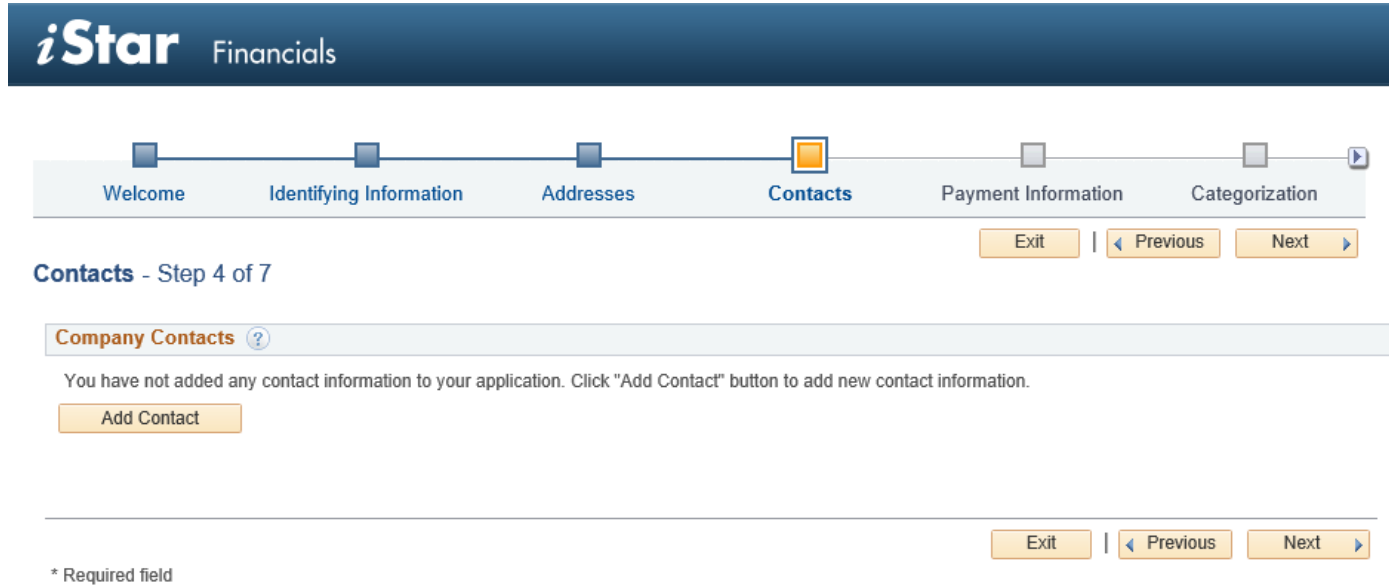
**Invoice Address**  
Address from which you send invoice

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**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

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**User Profile Information** ?

\* Requested User ID

Password

Confirm Password

Description

Language Code

Time Zone

Currency Code

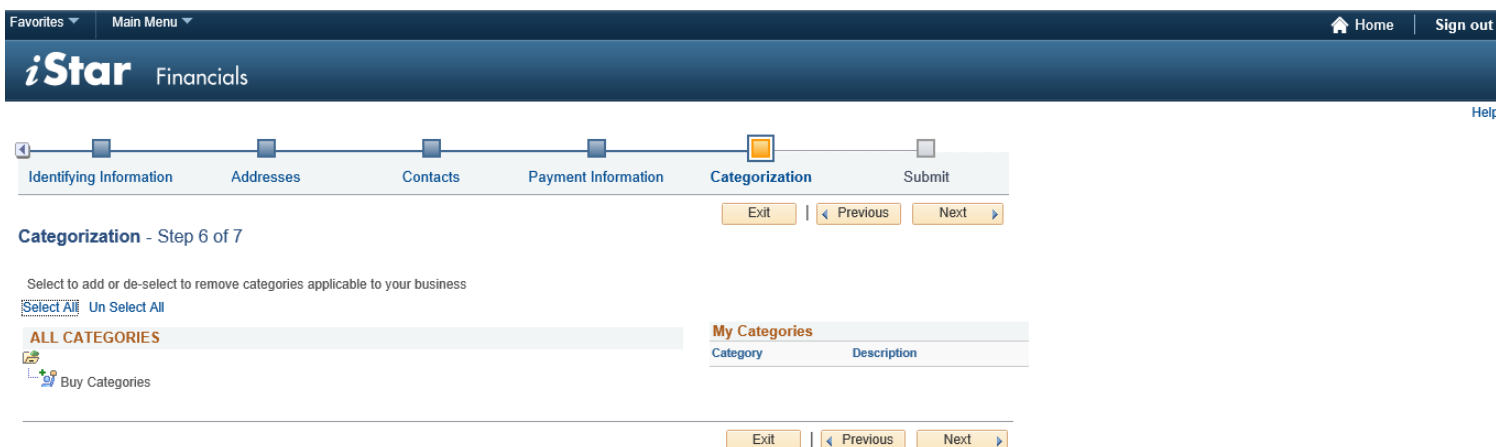
- **First Name:** Enter the main contacts first name. (This should be the individual that will view and place bids)
- **Last Name:** Enter the main contacts last name.
- **Primary Contact:** check this option if this is the main contact for your company.
- **Title:** Enter the contacts company title.
- **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 addt'l instructions
- **Password:** Create a password  
Example: User ID: JOHNDOECONSTRUCT Password: JOHNDOECONSTRUCT
- **Confirm:** Re-type your password
- **Description:** Enter the Companies Name
- **Language:** Default is English (please do not change)
- **Currency:** USD
- **Click the “OK” button.** **Click the “Next” button.**

**Step 6: Categorization: Click the “Next” button to skip this step. You will need to log back into the iStar Vendor Portal with your User ID and Password after you have completed your set up to select your categories.**

**\*\*If you do not select your categories you will not receive bid invitations and bid notifications electronically.\*\***

**Navigation to select your categories: Main Menu > Manage Events and Place Bids > View Events and Place Bids > My Categorizations.**

- 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.**

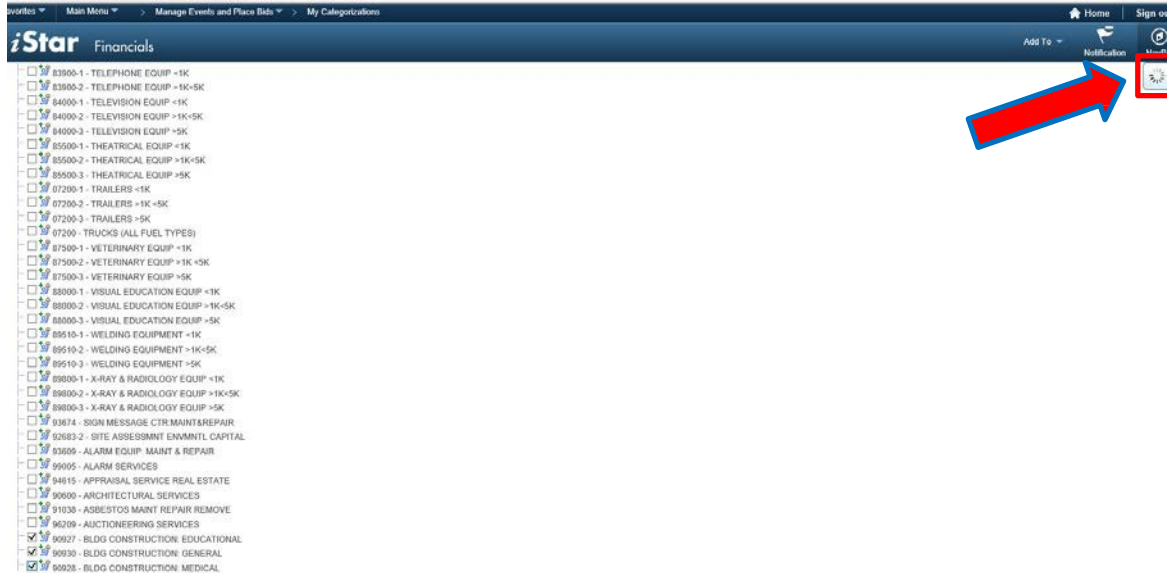
Previous Next Options 15 matches

[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.

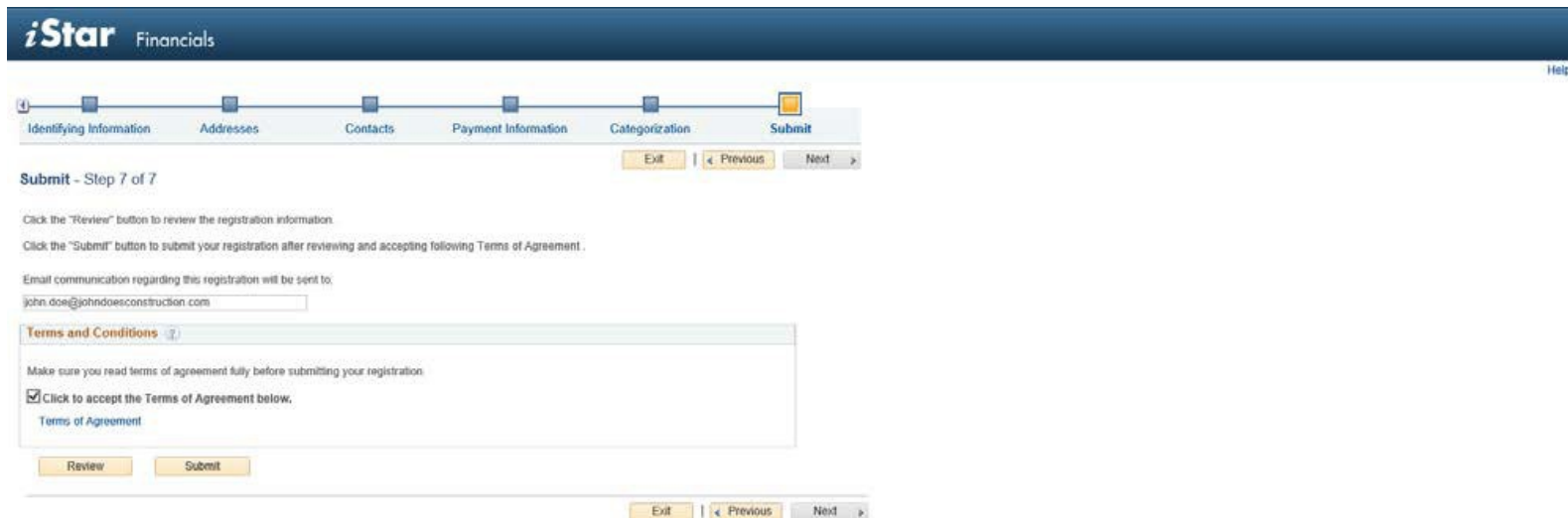


If you are unable to locate categories related to the type of goods or services your company provides please contact Christina Thibodaux @ 832-813-6575 or Christina.M.Thibodaux@lonestar.edu.

- 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 .



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

Registration Submit Details**Submitted**

 You have successfully submitted your registration.

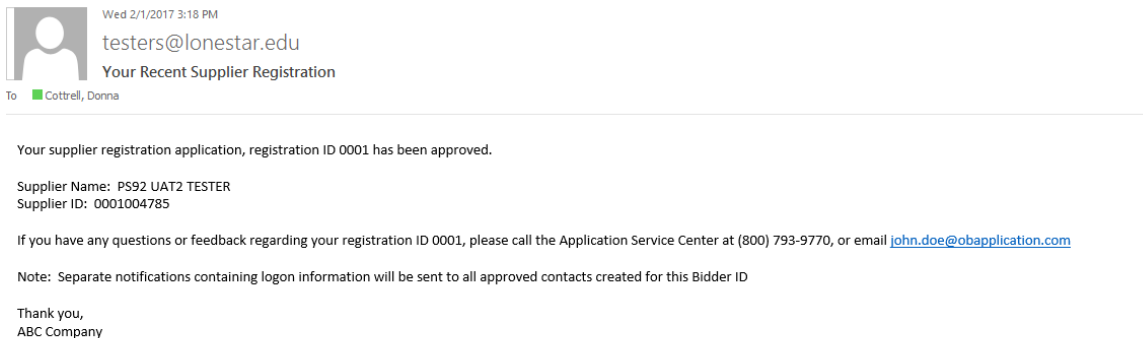
Your registration ID:

0001

Any email regarding the registration status will be sent to:

[john.doe@johndoesconstruction.com](mailto: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](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](mailto:john.doe@obapplication.com)

Thank you,  
ABC Company