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.
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

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 company's 9-digit tax ID number.
- Entity Name: Enter the legal name of the company.
- http://URL: Enter the company's website address.

Identifying Information - Step 2 of 7

Unique ID & Company Profile

* Tax Identification Number: 9191919
* Entity Name: John Doe Construction, LLC
http://URL: www.johndoesconstruction.com
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.

<table>
<thead>
<tr>
<th>Profile Questions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* Does a LSCS employee work for your company (if yes, please answer question below)?</td>
<td>No</td>
</tr>
<tr>
<td>If “yes”, whom?</td>
<td></td>
</tr>
<tr>
<td>* 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</td>
<td>No</td>
</tr>
<tr>
<td>* Attach Vendor Application, W-9 and any Certifications</td>
<td>Add Attachment</td>
</tr>
</tbody>
</table>
- 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

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Attachment Description</th>
<th>Upload</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>W-9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click the “Upload” button.

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Attachment Description</th>
<th>Upload</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ACH-PARS_SIP_ID_0000913244.msg</td>
<td>W-9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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 company's 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.
• Enter additional address information, such as remittance addresses and contact information, as applicable.
• Click the “Next” button once all address information has been entered.
Step 4: Contacts

Company Contacts

- Click the “Add Contact” button.
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 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.
SUPPLIER USER REGISTRATION STEPS

iStar
Financials

- 80000 - X-RAY & RADIOLOGY EQUIP > SK
- 93674 - SIGN MESSAGE CTR MAINT & REPAIR
- 92683 - 2 SITE ASSESSMNT ENVMTL CAPITAL
- 93609 - ALARM EQUIP MAINT & REPAIR
- 99005 - ALARM SERVICES
- 04615 - APPRAISAL SERVICE REAL ESTATE
- 90600 - ARCHITECTURAL SERVICES
- 01003 - ASBESTOS MAINT & REPAIR REMOVE
- 09259 - AUCTIONEERING SERVICES
- 09927 - BLDG CONSTRUCTION EDUCATIONAL
- 09030 - BLDG CONSTRUCTION GENERAL
- 09028 - BLDG CONSTRUCTION MEDICAL
- 09022 - BLDG CONSTRUCTION OFFICE
- 04125 - BOILER MAINT & REPAIR
- 01003 - BUILDING CLEANING EXTERIOR
- 05895 - BUILDING FACILITIES MGT SVCS
- 01131 - CONSTRUCTION BRIDGE
- 01223 - CONSTRUCTION GENERAL MISC
- 01228 - CONSTRUCTION HIGHWAY TRAIL
- 01233 - CONSTRUCTION PARKLOT LIGHTING
- 01338 - CONSTRUCTION PARKING LOT
- 01147 - CONSTRUCTION SIDEWALK
- 01231 - CONSTRUCTION STATUE/SVNTMENT
- 01235 - CONSTRUCTION TENNIS SPORT CRT
- 01014 - DOOR MAINT & REPAIR
SUPPLIER USER REGISTRATION STEPS

- 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.

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.

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.
**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.
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**

Your supplier registration application, registration ID 0001 has been approved.

Supplier Name: 9992 UAT2 TESTER  
Supplier ID: 0001004785

If you have any questions or feedback regarding your registration ID 0001, please call the Application Service Center at (800) 785-9770, or email john.doe@johndoesconstruciton.com

Note: Separate notifications containing login information will be sent to all approved contacts created for this Bidder ID

Thank you,  
ABC Company

**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.**
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:


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

Thank you,
ABC Company