

# Vendor Questions

- Questions regarding whether a vendor **CAN** be used, are questions to direct to Procurement. There are many rules and regulations that are required for vendor approval. Procurement is the department trained in those rules and regulations.
- If a vendor would like to know how to become a vendor with NEISD, refer them to the Bid Coordinator in Procurement.
- Accounts Payable sets up vendors in Lawson **AFTER** Procurement has approved the vendor. The vendor requests must be submitted through the AP Vendor Request application in Employee Portal for proper approval. The requests are first reviewed by the Executive Director of Procurement. If approved, the request routes to the AP Compliance Technician and the paperwork is sent to the vendor. If a vendor is on bid, but isn't in Lawson, an AP Vendor Request must still be submitted and the bid number noted on the request in the Purchase Detail box.
- The vendor completes and returns paperwork before the AP Compliance Technician can set them up in Lawson. This process can sometimes take several weeks depending on when the vendor returns **ALL** required documentation.