This guide is meant to be used by those individuals or businesses that wish to provide goods or services to Lincoln Public Schools (LPS). LPS is converting to an e-commerce business platform for transactions including sourcing events, contracts, and invoicing. Suppliers may view events without registration, but must be registered on the Supplier Portal in order to respond to events and contract with LPS.
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Supplier Portal Registration/Login:


Additional Information can be found on the Lincoln Public Schools website: https://home.lps.org/purchasing

Questions regarding the Supplier Portal, including registration, can be sent to: rlade@lps.org

Questions regarding online invoicing using the portal and other invoicing questions can be
Supplier Registration - Getting to the Supplier Portal Page

- Use the following link to access the LPS Supplier Portal page.

- Please read any announcements and instructions prior to registering.
  Click “Register”

Supplier Registration – Terms and Conditions

After reviewing the Terms and Conditions for doing business with Lincoln Public Schools, check the “Accept Terms and Conditions” box.

Click “Next” to continue.
Note: Use the “Previous” button to return to the previous page

Supplier Registration – Contact Information

- Choose a User name and enter it in the “User Name” text box.
  - Note: User names are Case Sensitive
- Enter your password in the “Password” box and again in the “Confirm Password” box. If you forget your password, contact purchasing@lps.org
- Continue to input your information in the various text boxes.
- When entering your contact phone number, please enter all digits including area code in the second box. The first box is strictly for international numbers only.

Click “Next” to continue.
Supplier Registration – Company Information

- Enter your company information on this page. Remember that all fields with an asterisk (*) are required.
  - If you have or use a "DBA" (Doing Business As) name and it appears on your W-9, please complete this field on this page.
- If your “Remit To” or billing address is the same as your mailing address, check the box in the “Remit To” area.
  - If the two are different, provide that separate information in the text boxes provided.

- Click “Next” when you are finished.

Supplier Registration – Diversity Codes

- Click the “CREATE” button to review the list of Diversity Codes for which your company qualifies.
  - Note: You can select more than one diversity code as long as you qualify for each of them.
  - You must supply documentation for each diversity code

- Click “Next” when you are finished
Supplier Registration – District Questions

- Answer all the questions posed on the “Questions” page.
  - Questions with an asterisk (*) require answers.
- To attach a document, select “Choose File” from the “Attach Document” box.
  - By selecting “Choose File”, the system will take you to your desktop and display your files from which you can choose.
  - Double-Click the file that you have chosen to attach.
- Blank Text boxes also require information. If you believe no further explanation is necessary, simply type N/A in the text box.
- Click “Next” to proceed.

Supplier Registration – Commodity Codes

- Click ‘Select Commodity Codes’ to view all Commodity Codes.

Note: Use the arrows at the bottom to view more

- Check the box next to the Commodity Code(s) you wish to add. Click on ‘Attach To Contact’. The Commodity Code will not be saved if ‘Attach to Contact’ is not clicked.
Click “Close” when you are finished.
Commodity Codes will be added to your lines.

Click “Next” when you are finished.

**Supplier Registration - Certifications**
Please fill out the certification codes if this pertains to you

Click ‘Create’ to enter Certifications codes

- Fill in the information requested for each Certification Code

- Click ‘OK’ when completed

- Click “Next” when you are finished.
Supplier Registration – Proxy Notifications

● Select “Create” to add a proxy for your company.
  ○ A proxy receives email alerts for events, but does not have a login and cannot formally respond to the event.

● Enter the information requested
  ○ First Name
  ○ Last Name
  ○ Email Address of Proxy
  ○ Receive Notifications - Yes or No

● After you have added your Proxy, click Next

● If you do not want to add a proxy, simply click “Next”. Your company contact will still continue to receive all notifications and be able to respond to events.

Supplier Registration – Status

This will let you know that your account has been set up, or if there is any information missing.

Status

Suppliers Number is: 24
Registration status: Complete

● Use the ‘Previous” button to go “back” to the areas that are incomplete and fill in the remaining information.
● Close the tab when you are finished
Please Note: Completing this registration creates a “Supplier” record that can be used by LPS to find companies interested in doing business, along with associated products and services. This registration does not guarantee future business with LPS.

Supplier Registration – Maintaining your account information

The next time you log into the Supplier Portal, there will be a one-time prompt to establish some security questions.

After you’ve answered the security questions, Click ‘Save’

Supplier Registration – Updating Your Account Information

To review or update your account information, Click on ‘My Account’

Use ‘Update Supplier Information’ to update supplier information.

Using the tabs on the left, update information as needed