This guide is meant to be used by those individuals or businesses that wish to provide goods or services to the Denver Public Schools District. The District is converting in stages to an e-commerce business platform, where bidding events, bid responses, negotiations, amendments and award notifications, etc., are processed and communicated online. The first step in the process is Suppliers registering online with the District.
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Supplier Portal Registration/Login:

https://extlawsonsscm.dpsk12.org/sscmprod/SourcingSupplier/controller.servlet?dataarea=sscmprod&context.session.key.SupplierGroup=DPS

Additional Information can be found on the Denver Public Schools Website:

http://purchasing.dpsk12.org/

Questions regarding the **Supplier Portal**, including registration, can be sent to:

strategicsourcing@dpsk12.org

Questions regarding online Invoicing using the portal and other invoicing questions can be sent to:

accountspayable@dpsk12.org

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Supplier Registration – Getting to the Supplier Portal Page

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

  https://extlawssonsscm.dpsk12.org/sscmprod/SourcingSupplier/controller.servlet?dataarea=sscmprod&context.session.key.SupplierGroup=DPS

- Click “Register”
  - You may want to review any announcements or warnings appearing on the right hand side of this home page.
Supplier Registration – Terms and Conditions

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

- Click “Continue” to proceed.

**Note:** Use the “Back” button to return to previous pages.
Supplier Registration – Contact Information

- Choose a User Name and enter it in the “User Name” text box.
  
  o Note: User names are Case Sensitive.

- Select the “Password” text box. Note the password cannot have **duplicate characters** (kk, 22), as the system will flag the error.

- Enter your password in the “Password” box and again in the “Confirm Password” box.

- 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.

- Check the “Receive Email Notification” box to receive email notifications of bidding events, amendments, and other pertinent information.

- Click “Continue” to proceed.
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 that field on this page.
- If your “Remit To” or billing address is the same as your normal 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 “Continue” when you are finished.
Supplier Registration – Diversity Codes

- Click the “Add” 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.
  - If you do not qualify as a diverse supplier, select the code “XX”.
- Click “Attach to Supplier” after you’ve made your selection.

- Click “Continue” when you are finished.
Note: You may be asked in the upcoming “Questions” page to select a single preferred or predominant diversity code out of the many you qualify for (due to system limitations).
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 “Continue” to proceed.
Supplier Registration – Commodity Codes

- Select “Add” to view all Commodity Codes.
  - **Note**: You can change page sizes to view more or all codes.
  - **Warning**: You can use the “Next Page” option at the bottom to scroll through the list of codes for viewing. However, if you select one or more commodity codes, you must click “Attach to Contact” before you leave that page to save your selections. If you select “Next Page” before clicking “Attach to Contact”, your selections will be lost.
Supplier Registration – Commodity Codes

- From this list, you can select as many commodity types as your company would like to receive bidding information.

- The 3 to 5 digit Commodity Codes are logical groupings of products and services.
  - To view a detail list of commodities that comprise that grouping, select the “check box” next to the commodity grouping. Then, select from the detailed commodities that appear.
  - If you check a box at the summary grouping level, you will be alerted for all the detailed commodities within that group.

- When you have selected all the commodities your company is interested in, select “Attach to Contact”.

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• After you selected “Attach to Contact” on the previous Tab, you will be taken to a page (shown below) that lists all of the commodity selections you have made.

• Click “Continue’ to proceed. (Or click “Add” to select additional Commodities)
Supplier Registration – Proxy Notifications

- Select “Add” to add a proxy for your company.
  
  - A proxy receives e-mail alerts for bidding events, but do not have a login and cannot formally respond to the bidding event.
  
  - After you’ve added your proxy, select “Continue”.

- If you do not want to add a proxy, simply click “Continue”. Your company contact will still continue to receive all notifications and be able to respond to bidding events.
Supplier Registration – Status

This last screen will tell you if you have successfully completed your registration, or it will tell which parts are missing or incomplete.

- You can go “back” to the areas that are incomplete and fill in the remaining information, or you can select “Done” to complete the process.

<table>
<thead>
<tr>
<th>Supplier Registration - Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Registration status: Complete</td>
</tr>
</tbody>
</table>

Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.

**Please Note:** Completing this registration creates a “Supplier” account that can be used by the DPS Strategic Sourcing department to find companies interested in doing business with them, along with their associated products and services. This registration does not automatically assign a “Vendor” number which is used as your reference number on formal Purchase Orders and Contracts, and necessary to make payments. If you have registered because you anticipate being awarded a Contract or Purchase Order, after completing your registration, notify your DPS contact person and have them e-mail accountspayable@dpsk12.org letting them know a vendor number needs to be assigned.

- The first time you log in to register, whether you complete the registration or not, you will subsequently receive a system generated e-mail letting you know that your account has been established with the District. The e-mail you receive will look similar to the wording below.

“If your registration status is Complete, you will be able to submit online invoices against Purchase Orders you have been awarded. In future system upgrades, you will receive bid notifications and respond to them based on your commodity codes. The following user name has been established based upon your registration details:”
Supplier Registration – Maintaining your account information

After completing your registration and clicking “Done”, you’ll be taken back to your home page.

- Select “Logout” to leave the Portal.

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 both security questions, Click “Save Questions”.
  - Once “Save Questions” is clicked, you’ll be taken back to your home page.
Supplier Registration – Maintaining your account information

- To review or update your account information, from the home page select “Update Account Information”. This is located under “My Account” in the left hand column.

- On the “Account Information” page (below), you can change information in each area by clicking on the associated “Edit” button.
COMMON ERRORS AND THEIR MEANINGS

INCLUDING SOLUTIONS

1. On the Home Page, If you click on log in on the bottom right of the page you will receive a “word press” error that has nothing to do with logging into the Portal. Login is on the “top” left.

2. Error reads “Could not create http connection”: The system is down, please try again.

3. If you forget your password, contact DPS (strategicsourcing@dpsk12.org) who resets passwords.

4. When creating your Password, the system will not allow duplicate characters directly adjacent to each other (numbers, letters or symbols). For example, 88, aaa, NN, etc.

5. Error reads “Please confirm password”: The Internet Browser on the vendor’s computer is not compatible with the Portal. This is occurring routinely with Internet Explorer versions 11 and higher. You can access the Portal through Firefox, Google Chrome, Safari browsers. For Internet Explorer please use browser versions 10 or lower.

6. Error Reads “Need Field Supplier Number”: The contact number (in the primary contact tab) should be in the middle field/box (domestic) (First field/box is for international).