



**Purchasing
Department**

February 8, 2018

Attention Vendor:

Please be advised that a bid for Food and Grocery Items will be due at 2:00pm, March 8, 2018 through eSchoolMall. In order to participate, your company must be registered with eSchoolMall prior to that date.

Northside Independent School District has implemented an electronic - vendor notification and sourcing solution that will streamline the procurement operation of our District. The Solution provider that we have selected to achieve this is eSchoolMall – one of the largest providers of e-procurement solutions in the country.

We are very positive about our transition to an electronic sourcing solution and because you are a valued supplier, we look forward to continue doing business with you. To that end, you are advised that future bid notifications processed through eSchoolMall will be submitted to you via email.

In order to receive these email notifications and ensure participation, you must follow the three specific steps listed below:

1. **Register:** To register, please go to the home page of eSchoolMall (www.eschoolmall.com), click on “Suppliers”, and click on “supplier portal”, then under “Supplier Registration”, click on “eschoolmall version”.
2. **Classify:** The registration process will allow you to select the category description of the products and services that you provide. Doing so will improve our ability to include you in any opportunity that fits your profile.
3. **Email NISD Purchasing:** In order to release this bid to you, Northside needs to know that you have registered. Please email Amanda Flores @ amanda-1.flores@nisd.net, include your company name (exactly how it’s registered) and our Bid Number and Name to request access.

If you should have any questions, please do not hesitate to contact me at (210) 397-8845 or eSchoolMall at (215) 444-9300.

Sincerely,

George M. Ayala
Director of Purchasing