



FRB Dallas

Supplier Self-Registration

About the Fed – Procurement Sourcing

The supplier self-registration tool can be found on the Federal Reserve Bank of Dallas website.



The screenshot displays the Federal Reserve Bank of Dallas website. The header includes the bank's logo, name, and location (El Paso | Houston | San Antonio). Navigation links for CAREERS, NEWS, and EVENTS are visible. A search bar is present. The main content area is titled "About the Fed" and "Procurement Sourcing". It features a section for "Supplier Diversity at the Federal Reserve Bank" with a brief description and a link to the "Self-Registration Tool". A sidebar on the left lists various site sections, and a right sidebar lists "Procurement Sourcing" topics.

About the Fed | Contact Us | FAQs

CAREERS | NEWS | EVENTS

FEDERAL RESERVE BANK OF DALLAS
ELEVENTH DISTRICT

Federal Reserve Bank of Dallas
El Paso | Houston | San Antonio

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Research & Data | Banking | Community Development | Economic Education | Globalization Institute | Publications

FRB Dallas Home » About the Fed » Procure » Supplier Diversity at the Federal Reserve Bank

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About the Fed
Procurement Sourcing

Supplier Diversity at the Federal Reserve Bank
The Federal Reserve Bank of Dallas recognizes the importance of a diverse supplier base and is committed to supplier diversity.
A diverse supplier base—large and small businesses and minority- and women-owned small businesses—supports the Federal Reserve Bank of Dallas' diversity, procurement and corporate objectives. By seeking small businesses and minority- and women-owned small businesses in its procurements, the Bank ensures the widest possible range of offers. Supporting diverse suppliers promotes economic opportunities and contributes to the local economy.

Policy of Nondiscrimination in Contracting
The Federal Reserve Bank of Dallas does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, age or disability in its contracting and procurement activities.

Small Business Program
The Bank's Small Business Program promotes the acquisition of goods and services from small businesses. A small business is one that qualifies as a small business concern under the Small Business Act and regulations. Suppliers seeking to do business with the Bank should indicate their status as a small business or a minority- or women-owned small business when using the self-registration tool. Falsifying small business status may be grounds for rescission of an award or removal from the Bank's supplier database. If you have any questions about your firm's status, please contact your local Small Business Administration office.

Procurement Sourcing
> Procurement Functions of the Bank
> How the Bank Conducts Its Procurements
> Supplier Diversity at the Federal Reserve Bank
> How to Become a Bank Supplier
> Self-Registration Tool

About the Fed
The Federal Reserve System
The Eleventh District
Branches
Careers
Speeches
Visitor Information
Exhibit: The Economy in Action
Annual Report
Business Continuity
Procurement Sourcing
> Procurement Sourcing index
> Self-Registration Tool
The Office of Minority and Women Inclusion

Self-Registration Tool

To navigate to the supplier self-registration tool :

- Go to www.dallasfed.org, and click on **About the Fed, Procurement Sourcing, Self-Registration Tool**.

OR

- Enter the URL <http://www.dallasfed.org/fed/procure/index.cfm> in a browser and click on **Procurement Sourcing, Self-Registration Tool**.



The screenshot shows the website for the Federal Reserve Bank of Dallas. At the top, there is a navigation bar with links for 'About the Fed', 'Contact Us', and 'FAQs'. Below this is the bank's logo and name, 'Federal Reserve Bank of Dallas', with sub-locations 'El Paso | Houston | San Antonio'. A secondary navigation bar includes 'Research & Data', 'Banking', 'Community Development', 'Economic Education', and 'Globalization'. The main content area is titled 'About the Fed' and features a sidebar menu on the left with items like 'Home', 'The Federal Reserve System', 'The Eleventh District', 'Branches', 'Careers', 'Speeches', 'Visitor Information', 'Exhibit: The Economy in Action', 'Annual Report', 'Business Continuity', 'Procurement Sourcing' (with sub-items 'index' and 'Self-Registration Tool'), and 'The Office of Minority and Women Inclusion'. A red arrow points to the 'Self-Registration Tool' link. The main content area includes a paragraph about the Dallas Fed's role in the Eleventh District, a 'Branches' list (El Paso, Houston, San Antonio), and sections for 'The Eleventh District' and 'Visitor Information'.

Welcome to Supplier Self Registration for the FRB

** Note - Required fields are bold and are preceded with an (*).*

**FEDERAL RESERVE**

U.S. Technical Support
Monday - Friday 8:00 AM - 8:00 PM EST
888-304-5847 (US)
757-766-8244 (outside the US)

E.U. Technical Support
Monday - Friday 9:00 AM - 6:30 PM CEST
+33 (0) 170 169 026

Welcome to Supplier Registration for Federal Reserve Bank
To register, please enter your company name and your D-U-N-S number or Tax ID, as required (Step 1 of 5), and then click Next.

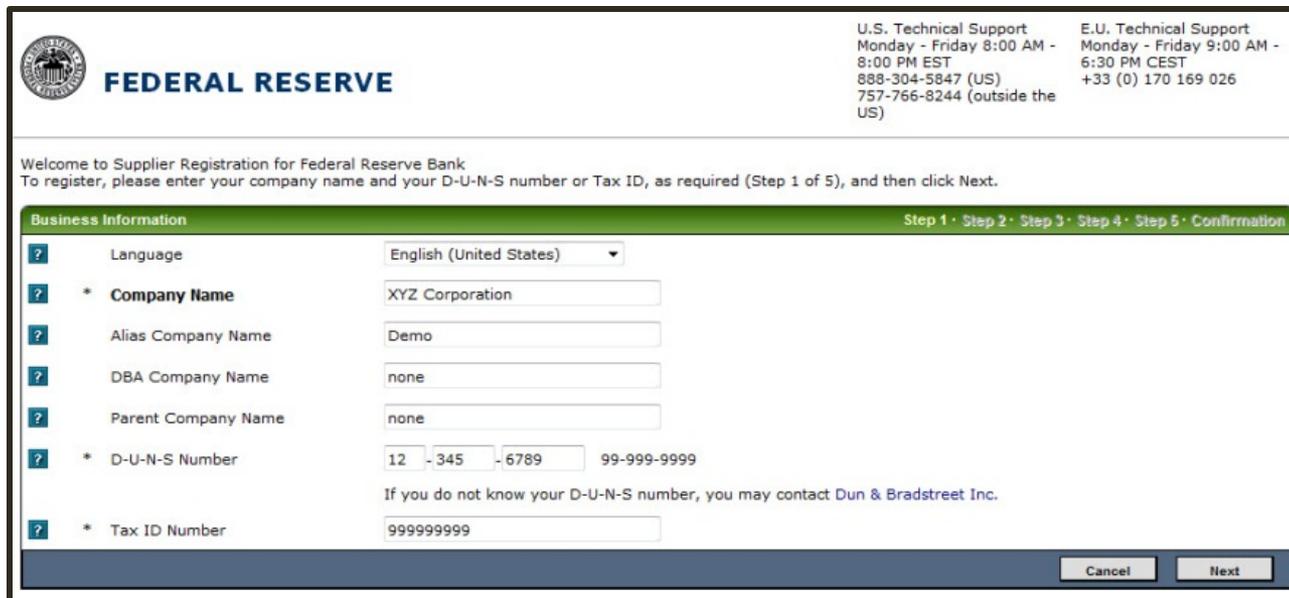
Business Information Step 1 · Step 2 · Step 3 · Step 4 · Step 5 · Confirmation

	Language	<input type="text" value="English (United States)"/>
	* Company Name	<input type="text"/>
	Alias Company Name	<input type="text"/>
	DBA Company Name	<input type="text"/>
	Parent Company Name	<input type="text"/>
	D-U-N-S Number	<input type="text"/> - <input type="text"/> - <input type="text"/> 99-999-9999 <small>If you do not know your D-U-N-S number, you may contact Dun & Bradstreet Inc.</small>
	Tax ID Number	<input type="text"/>

Step 1

To register, enter your company name and your D-U-N-S number or Tax ID. Enter Alias, DBA, and Parent Company names as applicable. Once completed click **Next**.

** Note – Click on the question mark icon to get a detailed description for the fields below.*



The screenshot shows the Federal Reserve Supplier Registration interface. At the top left is the Federal Reserve logo and the text "FEDERAL RESERVE". To the right, technical support hours are listed for both the U.S. and E.U. Below this is a welcome message: "Welcome to Supplier Registration for Federal Reserve Bank. To register, please enter your company name and your D-U-N-S number or Tax ID, as required (Step 1 of 5), and then click Next." The main form area is titled "Business Information" and includes a progress bar with steps: Step 1 (active), Step 2, Step 3, Step 4, and Confirmation. The form fields are as follows:

Field Name	Value
Language	English (United States)
* Company Name	XYZ Corporation
Alias Company Name	Demo
DBA Company Name	none
Parent Company Name	none
* D-U-N-S Number	12 - 345 - 6789 99-999-9999
* Tax ID Number	999999999

At the bottom right of the form are "Cancel" and "Next" buttons.

Step 2

Complete the fields in Step 2. Enter all other organization information as applicable. Once completed click **Next**.

** Note – Use the back button to make any necessary changes.*

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Please complete the fields below. (Step 2 of 5)
Required fields are labeled in **bold** and are preceded with an (*)

Organization Information Step 1 • **Step 2** • Step 3 • Step 4 • Step 5 • Confirmation

Diversity Group (Check all that apply):

- Veteran Owned Business
- Small Disadvantaged Business
- Woman Owned Business
- Small Business
- SBA 8(a) Program Participant
- Service Disabled Veteran Owned
- JWOD, NIB/NISH, Sheltered Workshops
- HUBZone Firm
- Vietnam Era Veteran
- MWBE

Ethnic Group (Check only if minority owned):

- None
- Asian American
- African American
- Native American/Alaskan Native
- Hispanic American
- Asian-Indian American
- Asian-Pacific American
- Other

Main Company URL:

Main Phone:

Main Fax:

Preferred Time Zone:

Language:

Default Currency:

Certifications:

Issuing Organization	Certificate Number	Certification Date
No certifications. Click the "Edit Certifications" button to add.		

*** Address 1**:

Address 2:

*** City**:

*** State/Region**:

*** Zip/Postal Code**:

*** Country**:

Step 2-continued

To continue with the self registration and skip entering certificates, click on **Next**.

To enter Certifications, click on the **Edit Certifications** button. Enter all relevant information and click the **Add Certificate** button. Click on **Done**.

** Note – Add or delete as many certificates you want to your profile.*

? Certifications [Edit Certifications...](#)

Issuing Organization	Certificate Number	Certification Date
No certifications. Click the "Edit Certifications" button to add.		

Please add all relevant certificates. To add a certificate fill out the three fields and click the Add Certificate button. You may delete certificates you have entered by clicking the Delete button to the right of the certificate.

Certificates

<input type="checkbox"/>	Issuing Organization	Certificate Number	Certification Date
<input type="checkbox"/>			

[Delete](#)

Issuing Organization

Certificate Number

Certification Date 

[Add Certificate](#)

[Cancel](#) [Done](#)

Step 3

List your specific core competencies so that we can focus on your primary products / services. Select the commodity category below on the left column and use the **Add** button to move the appropriate commodities to the right column. A commodity is selected once it appears in the right hand column. Once completed click **Next**.

** Note – Add and Remove as many Commodities as needed.*

The screenshot shows the Federal Reserve's commodity selection interface. At the top left is the Federal Reserve logo and name. To the right, contact information for U.S. and E.U. Technical Support is provided. Below this is a navigation bar with steps 1 through 5, where Step 3 is highlighted. The main content area contains instructions for selecting commodity categories and moving them between two columns: 'Commodities' and 'Selected Commodities'. The 'Commodities' list includes categories like 'Office Supplies' and 'Printing-Binding-Mailing-Imaging'. The 'Selected Commodities' list shows 'Commodities - Printing-Binding-Mailing-Imaging' and 'Commodities - Office Supplies'. Navigation buttons for 'Add >>', '<< Remove', 'Back', 'Cancel', and 'Next' are visible at the bottom.

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Select the appropriate commodity category below and use the Add/Remove buttons to select commodities that you support. (Step 3 of 5)

Commodities Step 1 • Step 2 • **Step 3** • Step 4 • Step 5 • Confirmation

First, select a commodity category below by clicking on the appropriate category or sub-category from the following list of categories.

Commodities
** FRB Internal Use ONLY **

Next, select the commodities that you support by clicking on one or more commodities from the list below, and then click the ADD button. To remove a selected commodity, click on that commodity in the Selected Commodities box and click the REMOVE button.

Commodities

- Miscellaneous - Other
- Office Supplies**
- Outside Agency-Temporary Help
- Printing-Binding-Mailing-Imaging
- Software(Licenses-Purchase-Maintenan
- Supplies (Excluding Office Supplies)
- Travel(Food-Hotel-Airline)
- Uniform-Laundry-Gear
- Utility Services
- ~Contract Monitoring

Add >>

<< Remove

Selected Commodities

- Commodities - Printing-Binding-Mailing-Imaging
- Commodities - Office Supplies

Back **Cancel** **Next**

Step 4

Enter the applicable information into the appropriate fields below. Once completed click **Next**.

** Note – Click on the question mark icon to get a detailed description for the fields below.*

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Please complete the fields below. (Step 4 of 5)
Required fields are labeled in **bold** and are preceded with an (*)

Primary Contact Information

Step 1 Step 2 Step 3 **Step 4** Step 5 Confirmation

?	* First Name	Joe	?	* Contact Email	Joe.Smith@demo.com
?	* Last Name	Smith	?	* Username	JoeSmith
?	* Phone Number	999-999-9999	?	* Password	*****
?	Contact Fax	999-999-9999	?	* Re-enter password	*****
?	Mobile Phone	999-999-9999			
?	* Language	English (United States)			
?	* Time Zone	United States Illinois (US-IL)			

Back Cancel **Next**

Step 5

Enter the applicable information for the fields below. **Suppliers are required to enroll and participate in the Bank's e-invoicing program via OB10, to do business with the Federal Reserve Bank of Dallas.** Enrollment must be completed by January 18, 2013. Information on OB10 and the enrollment process can be found by accessing www.ob10.com/FederalReserve or contact the OB10 enrollment team, directly at 1877-752-0900 or via email at FederalReserveBank.Registration@ob10.com. If you would like to contact the Federal Reserve Bank of Dallas for more information regarding this initiative, please forward such inquires to invoicefederalreserve@dal.frb.org.

Once completed click **Next**.

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Please complete the fields below. (Step 5 of 5)
Required fields are labeled in **bold** and are preceded with an (*)

Additional Supplier Attributes Step 1 · Step 2 · Step 3 · Step 4 · Step 5 · Confirmation

? Company Net Worth	\$450,000
? Do you have an Environmental Program?	No
? FRB Districts Served	Dallas
? Number of Employees	20+
? Payment Method.	Credit Card / ACH / Check
? Products and Services Offered	Pens, pencils, notepads, and general office supplies
? Years Company Has Been In Business	4

Step 5- continued

If the system finds unacceptable data or required missing information, the system will let you know by highlighting the appropriate field.

** Note – Moving the mouse over the red triangle icon will provide detailed information on the error.*

The screenshot shows the Federal Reserve registration interface. At the top left is the Federal Reserve logo and the text 'FEDERAL RESERVE'. At the top right, contact information for U.S. and E.U. Technical Support is provided. Below this, instructions state: 'Please complete the fields below. (Step 5 of 5) Required fields are labeled in **bold** and are preceded with an (*)'. The main form area is titled 'Additional Supplier Attributes' and includes a progress bar with steps 1 through 5 and a 'Confirmation' step. The current step is Step 5. The form contains several fields: 'Company Net Worth' (value: \$450,000, highlighted in red with a red triangle warning icon), 'Do you have an Environmental Program?' (value: No), 'FRB Districts Served' (value: Dallas), 'Number of Employees' (value: 20+, highlighted in red with a red triangle warning icon), 'Payment Method.' (value: Credit Card / ACH / Check), 'Products and Services Offered' (value: Pens, pencils, notepads, and general office supplies), and 'Years Company Has Been In Business' (value: 4). At the bottom of the form are three buttons: 'Back', 'Cancel', and 'Next'.

Field	Value	Status
Company Net Worth	\$450,000	Warning
Do you have an Environmental Program?	No	Valid
FRB Districts Served	Dallas	Valid
Number of Employees	20+	Warning
Payment Method.	Credit Card / ACH / Check	Valid
Products and Services Offered	Pens, pencils, notepads, and general office supplies	Valid
Years Company Has Been In Business	4	Valid

Step 5- continued

Correct the identified information provided, if any. Once completed click **Next**.

** Note – Click on the question mark icon for more information.*

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Please complete the fields below. (Step 5 of 5)
Required fields are labeled in **bold** and are preceded with an (*)

Additional Supplier Attributes Step 1 · Step 2 · Step 3 · Step 4 · Step 5 · Confirmation

? Company Net Worth	<input type="text" value="450,000"/>
? Do you have an Environmental Program?	<input type="text" value="No"/>
? FRB Districts Served	<input type="text" value="Dallas"/>
? Number of Employees	<input type="text" value="25"/>
? Payment Method.	<input type="text" value="Credit Card / ACH / Check"/>
? Products and Services Offered	<input type="text" value="Pens, pencils, notepads, and general office supplies"/>
? Years Company Has Been In Business	<input type="text" value="4"/>

Confirmation Page

Once the steps 1-5 are complete, you will see a confirmation page. Please confirm that all your profile information is correct. If everything is correct, click **Finished**.

** Note – Review all the information for accuracy and use the back button below or the step links to make any necessary changes.*

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Please confirm that all of your profile information is correct.
If anything is incorrect you may go back and edit your profile information by using the "Back" button or by clicking on the step link below.
Changing your profile information will only affect the data you change (except password), all other fields will retain their values.

[Step 1](#) · [Step 2](#) · [Step 3](#) · [Step 4](#) · [Step 5](#) · **Confirmation**

Company Name	XYZ Corporation
Alias Company Name	Demo
DBA Company Name	none
Parent Company Name	none
D-U-N-S Number	12-345-6789
Tax ID Number	999999999
Diversity Group(s)	<ul style="list-style-type: none">Woman Owned BusinessSmall Business
Ethnic Group	Asian American
Preferred Time Zone	US-CN
Language	en-US
Default Currency	USD (\$)
Main Company URL	www.demo.com
Main Phone	999-999-9999
Main Fax	999-999-9999

Address 1	1234 Spooner St.
Address 2	
City	Springfield
State/Region	IL
Zip/Postal Code	11222
Country	US

Certifications	Commodities						
	<table><thead><tr><th>Commodity</th><th>Category</th></tr></thead><tbody><tr><td>Printing-Binding-Mailing-Imaging</td><td>Commodities</td></tr><tr><td>Office Supplies</td><td>Commodities</td></tr></tbody></table>	Commodity	Category	Printing-Binding-Mailing-Imaging	Commodities	Office Supplies	Commodities
Commodity	Category						
Printing-Binding-Mailing-Imaging	Commodities						
Office Supplies	Commodities						

Full Name	Jon Smith	Contact Email	Jon.Smith@demo.com
Phone Number	123-456-7890	Contact Fax	
Mobile Phone			
Language	en-US		
Time Zone	US-CN		
Username	JonSmith		

Final Confirmation

When the **Registration Submitted Successfully** page appears, you are finished and are registered with the Federal Reserve Bank. You will receive an email with additional information shortly after completing the self-registration.

	FEDERAL RESERVE	U.S. Technical Support Monday - Friday 8:00 AM - 8:00 PM EST 888-304-5847 (US) 757-766-8244 (outside the US)	E.U. Technical Support Monday - Friday 9:00 AM - 6:30 PM CEST +33 (0) 170 169 026
Supplier Self Registration Submitted Successfully Thank you for completing the Supplier Registration forms. You should receive an email with additional information shortly.			