



# **New Vendor Setup Training 2020 - 2021**

615 W. Missouri Ave, Midland Tx 79701

Office Phone: 432-240-1960

Fax Number: 432-689-5897

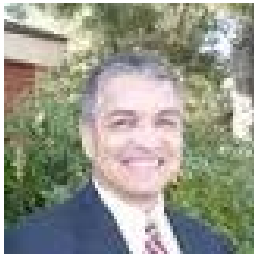
# Purchasing Team



**Haydee Pena**

Director of Purchasing

[Haydee.Pena@midlandisd.net](mailto:Haydee.Pena@midlandisd.net)



**Daniel Garcia**

Purchasing Supervisor

[Daniel.Garcia@midlandisd.net](mailto:Daniel.Garcia@midlandisd.net)



**Glennice Whitley**

Purchasing Technician

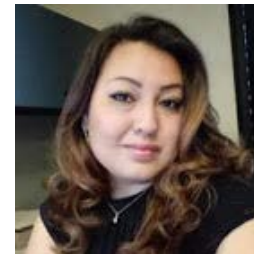
[Glennice.Whitley@midlandisd.net](mailto:Glennice.Whitley@midlandisd.net)



**Rita Rodriguez**

Purchasing Technician

[Rita.Rodriguez@midlandisd.net](mailto:Rita.Rodriguez@midlandisd.net)



**Nela Jimenez**

Purchasing Technician

[Manuela.Jimenez@midlandisd.net](mailto:Manuela.Jimenez@midlandisd.net)

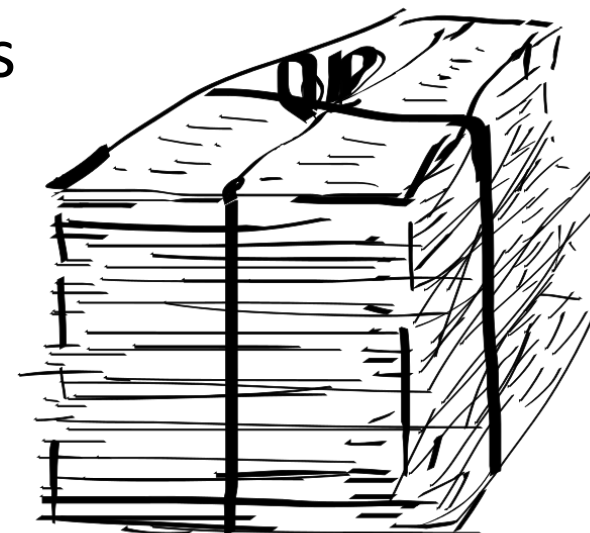
# Vendor Setup



By Glennice Whitley

## Instructions for locating the Vendor Packet online:

1. Go to [www.midlandisd.net](http://www.midlandisd.net)
2. Under the Departments Tab
3. Click on + Purchasing Department
4. Then under the drop-down, click on Forms
5. You will see the Vendor Packet

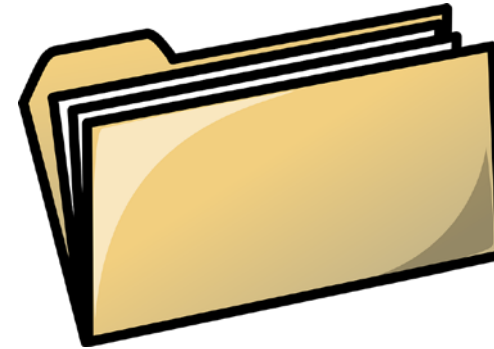




Once the vendor has completed the vendor packet, they may email it to: [purchasing@midlandisd.net](mailto:purchasing@midlandisd.net)



Here is a quick link for your convenience: [Vendor Packet](#)



If you have any further questions, you may contact [Glennice.Whitley@midlandisd.net](mailto:Glennice.Whitley@midlandisd.net)