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.
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.
Welcome to Supplier Self Registration for the FRB

* Note - Required fields are bold and are preceded with an (*).
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.
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.
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.
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.
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.
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 inquiries to einvoicefederalreserve@dal.frb.org.

Once completed click **Next.**
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.*
Step 5 - continued

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

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