Keller ISD Vendor Registration Instructions

- 1) Go to www.kellerisd.net. Click on "District" from the drop down choose "Doing Business with," then Select the "Interested Vendor Bubble."
- 2) This website will appear, choose SUPPLIER REGISTRATION



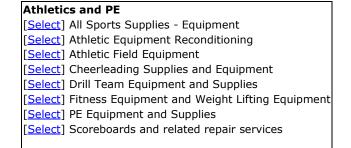
3) If you agree with the Terms & Conditions, click



- 4) Pages 1-3 is general company and contact information.
- 5) Page 4 lists the Commodity Groupings, this is where you will choose the type of service(s) that best suits your particular company. You may choose more than one. By clicking on the + to the left of the Commodity Title, you will get a grouping of items for that Commodity. To choose, click Select.

Click on Add/Remove Selections to get this screen





****Make sure you **SAVE** your selections****

6) Complete your registration. On the last screen, you will be given a review of the information that has been input. If all is correct, make sure to press

Submit Registration