


# Keller ISD Vendor Registration Instructions

- 1) Go to [www.kellerisd.net](http://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**

Application Login	Application Links
Username: <input type="text"/>	<a href="#">Keller ISD Purchasing</a>
Password: <input type="text"/>	<a href="#">Supplier Registration</a>
<a href="#">Forgot your Username/Password?</a>	<a href="#">Current &amp; Closed Bid Opportunities</a>
	<a href="#">Awarded Bid Information</a>



- 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\*

<input type="checkbox"/> Athletics and PE	→
<input type="checkbox"/> Audio Visual	
<input type="checkbox"/> Awards, Graduation Items and Letter Jackets	
<input type="checkbox"/> Building and Grounds Equipment, Supplies and Repair Parts	
<input type="checkbox"/> Business Services	
<input type="checkbox"/> Construction and Facility Services	
<input type="checkbox"/> Food Service	
<input type="checkbox"/> Furniture	
<input type="checkbox"/> General Services	
<input type="checkbox"/> Health Services - First Aid Equipment and Supplies	

Athletics and PE
<a href="#">[Select]</a> All Sports Supplies - Equipment
<a href="#">[Select]</a> Athletic Equipment Reconditioning
<a href="#">[Select]</a> Athletic Field Equipment
<a href="#">[Select]</a> Cheerleading Supplies and Equipment
<a href="#">[Select]</a> Drill Team Equipment and Supplies
<a href="#">[Select]</a> Fitness Equipment and Weight Lifting Equipment
<a href="#">[Select]</a> PE Equipment and Supplies
<a href="#">[Select]</a> Scoreboards and related repair services

\*\*\*\*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

