

KANSAS CITY

PUBLIC SCHOOLS



# Vendor Registration Instructions

Revised 2-2019

# Process for New Vendors

All requests for vendor activations must be made internally by a KCPS end user. All request must be submitted to [vendorregistration@kcpublicschools.org](mailto:vendorregistration@kcpublicschools.org) with the vendor activation form and the vendor application.

Any request for materials, goods and/ or equipment by a KCPS end user with the appropriate completed documentation will be turned around within 2 business days.

Once a vendor is activated the end user will receive an email from [vendorregistration@kcpublicschools.org](mailto:vendorregistration@kcpublicschools.org) with the vendor's name and vendor number.

# Vendor Forms

All current up to date vendor registration forms can be located at:

<http://kcpublicschools.org/Page/211>

These forms are locked to employees and staff only - please login as staff to view and download the forms.

**You will need the following forms for setting up a new vendor or re-activating a vendor:**

\*Vendor Activation Form

\*Vendor Registration Application

# Vendor Registration Approvals

Questions regarding a vendor registration call (816)418-7926 or send an email to [vendorregistration@kcpublicschools.org](mailto:vendorregistration@kcpublicschools.org)

Procurement is available to answer any questions Monday-Friday between the hours of 8:00am - 4:30pm.

Please call (816)418-7300.

Thank you