

Re: Vendor Registration and Bid Notification System

Dear Valued Vendor,

Wentzville R-IV School District utilizes an online vendor registration system. Vendors requesting to do business with the Wentzville R-IV School District are required to complete a vendor registration packet. **To register your business go to: <https://www.wentzville.k12.mo.us>**

Our registration system is powered by Vendor Registry. The system allows you to quickly register and update details such as what products and services you provide as well as your contact information. This will enable Wentzville R-IV School District and Vendor Registry to notify you of important bid opportunities in the future.

**TO REGISTER:**

- Please visit our website at <https://www.wentzville.k12.mo.us>
- Hover over "Departments"
- Click "Finance and Facilities"
- Click "Purchasing"
- Click on "**Vendor Registration**"
- Complete your registration by following the instructions provided (*you will have to answer two required questions and you must attach a signed W-9 to your online application*)

If you have any questions regarding the registration process, please call Vendor Registry at (844) 802-9202 or email [csservice@vendorregistry.com](mailto:csservice@vendorregistry.com).

Thank you again for taking the time to register and update your contact information.

Respectfully,



Lisa Salisbury, NIGP-CPP, CPPO  
Director of Purchasing  
Wentzville R-IV School District