

VENDORS

The Cedar Rapids Community School District is always looking for new vendors or bidders. The first step to becoming a vendor is to get registered. Please click on the link listed below and follow the instructions. A W-9 will be required once the registration is completed.

<https://bso.cr.k12.ia.us/bso/login.sdo>

Instructions

Click Register

Enter your Tax ID number, company name and email address

Click submit

Fill in required fields on the Vendor Registration page

Click Save & Continue Registration

Fill in required fields on the Administrative User Information page

Click Save & Continue Registration

Click on the Categories & Certification Tab

Click any listing you would like to be added to our bid list for

Click Save & Continue Registration

Click on the Commodity/Service Codes Tab

Click on your NIGP Code from the list

Click Save & Continue Registration

Click on the Summary Tab

Verify your vendor profile is complete

Click Complete Registration

An email will be sent to dedvorak@cr.k12.ia.us to complete the vendor registration process.

Questions for vendor registration may be directed to:

Deana Dvorak

319-558-3057

dedvorak@cr.k12.ia.us