



## SJC e-Bidding Supplier Registration Instructions

1. Go to SJC Contracts & Purchasing Services website [www.sanjac.edu/purchasing](http://www.sanjac.edu/purchasing). Click the [Here](#) link to register. (Or, go directly to: <https://sanjac.ionwave.net/Login.aspx>.)

**Electronic Bidding and Supplier Management System!**

San Jacinto College has launched our new e-bidding and supplier management system. Prospective vendors are encouraged to register by clicking on the link below.

**Click [HERE](#) to register or log in**

Click [HERE](#) to download step by step registration instructions.

2. Click [Supplier Registration](#).

The screenshot shows the San Jacinto College Purchasing website. On the left is the college logo. On the right is a dark blue navigation bar with a white user icon and a plus sign. Below the navigation bar is a white login box with fields for "User Name" and "Password", a blue "Login" button, and a green "Trouble Logging In?" link. To the right of the login box is a blue button labeled "Supplier Registration" with a white user icon and plus sign. A red arrow points from the "Supplier Registration" button in the navigation bar to the "Supplier Registration" button in the main content area.

3. Enter [Preliminary Company Information](#) (\* denotes required fields). Click [Next](#) to proceed.

**Preliminary Company Information**

Cancel  Next

\* Company Name

\* Main Phone ( ) - - Ext:   International

DUNS

4. Review San Jacinto College Terms and Conditions and check Accept. Click **Next** to Proceed.

### San Jacinto College Terms and Conditions

[Next](#)

San Jacinto Community College District, herein after referred to as ("College")  
Web Site (Online Sourcing) Application Terms and Conditions of Access and Use

The College's online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) <http://www.ionwave.net>. The terms and conditions of use herein represent the terms and conditions of use of the College and IWT as a designated agent.

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering individual and company is herein after referred to as User. Registering with this online sourcing web site alone DOES NOT constitute acceptance as a User, Approved Vendor, or Awarded Vendor, nor does registration promise access to any solicitation, notification, or award.

The content and solicitations of this system are intended for the sole use of authorized users and MAY NOT be resold, republished, or referenced without the College and IWT's expressed written consent.

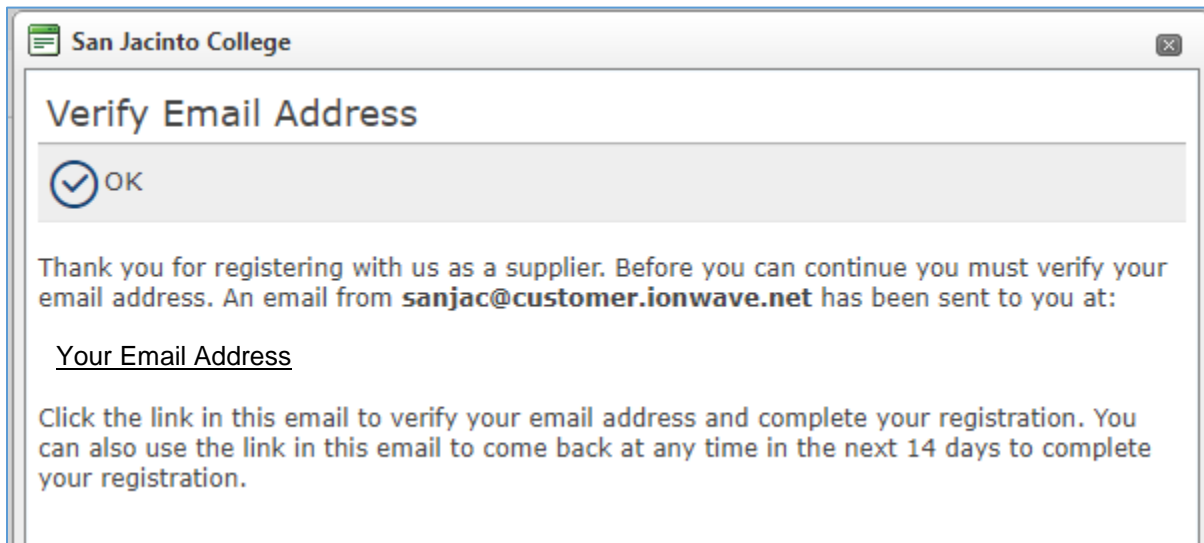
In order to use this site, user's browser must support JavaScript, allow Popup Windows and Session

**I Accept the San Jacinto College Terms and Conditions**      [\[Printer-Friendly Version\]](#)

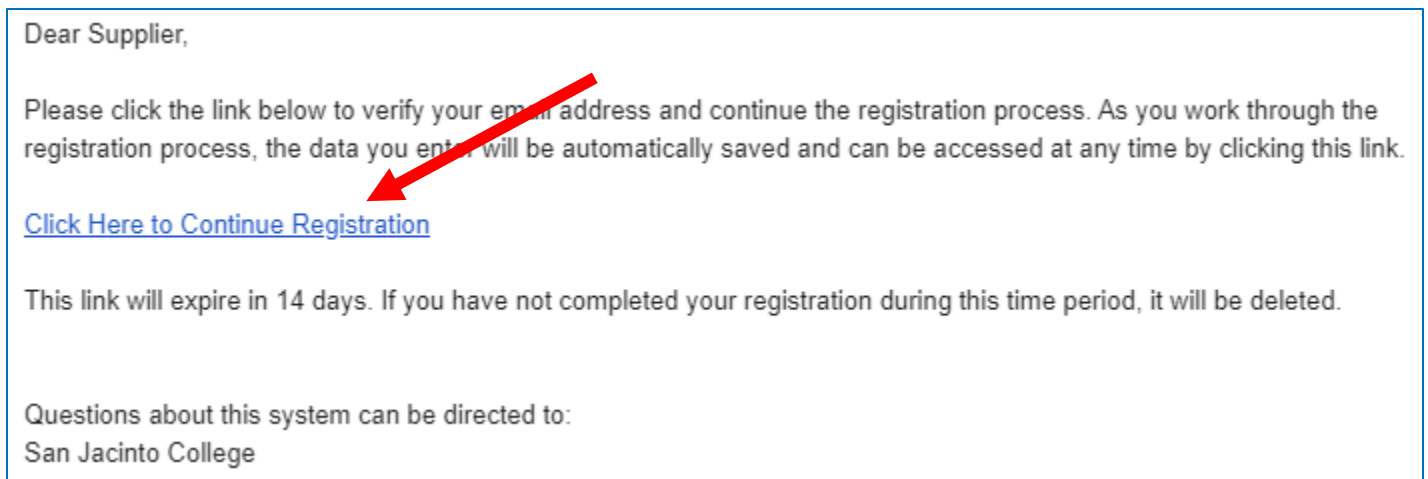
5. Enter Company Information, Company Address, and User Information. Click **Next** to Proceed.

|  |   |
|--|---|
| <div style="border: 1px solid black; padding: 5px;"> <h4 style="margin: 0;">Company Information</h4> <p>* Trade Name (dba) <input type="text"/> <span style="color: red;">▲</span></p> <p>Legal Name (if different) <input type="text"/></p> <p>* Organization Type <span style="border: 1px solid black; padding: 2px;">-- Select --</span></p> <p>Formation Date <input type="text"/> <input type="text"/></p> <p>* Tax ID Number <input type="text"/> <input type="radio"/> FEIN <input type="radio"/> SSN/ITIN <input type="radio"/> Other</p> <p>DUNS <input type="text"/></p> <p>Website <input type="text"/></p> <p>Company Description <input style="width: 100%; height: 40px;" type="text"/></p> </div>  | <div style="border: 1px solid black; padding: 5px;"> <h4 style="margin: 0;">User Information</h4> <p>* User Name / Login <input type="text"/> <span style="color: red;">▲</span></p> <p>* Password <input type="password"/> <input type="text"/> <span style="color: red;">▲</span></p> <p>* Verify Password <input type="password"/></p> <p>Prefix <input type="text"/></p> <p>* First Name <input type="text"/></p> <p>* Last Name <input type="text"/></p> <p>Title <input type="text"/></p> <p>* Email <input type="text"/></p> <p>* Verify Email <input type="text"/></p> <p>Office Phone <input type="text"/> <input type="text"/> Ext: <input type="text"/> <input type="checkbox"/> International</p> <p>Mobile Phone <input type="text"/> <input type="text"/> <input type="checkbox"/> International</p> <p>* Time Zone <span style="border: 1px solid black; padding: 2px;">-- Select --</span></p> </div> |
| <div style="border: 1px solid black; padding: 5px;"> <h4 style="margin: 0;">Company Address</h4> <p>* Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>* City <input type="text"/></p> <p>* State/Province <span style="border: 1px solid black; padding: 2px;">-- Select --</span></p> <p>* Zip/Postal <input type="text"/></p> <p>* Country <span style="border: 1px solid black; padding: 2px;">United States</span></p> <p>* Main Phone <input type="text"/> <input type="text"/> <span style="color: red;">▲</span> Ext: <input type="text"/> <input type="checkbox"/> International</p> <p>Toll Free <input type="text"/> <input type="text"/> Ext: <input type="text"/> <input type="checkbox"/> International</p> <p>Fax <input type="text"/> <input type="text"/> <input type="checkbox"/> International</p> <p>Contact Name <input type="text"/></p> <p>Email <input type="text"/></p> </div> |   |

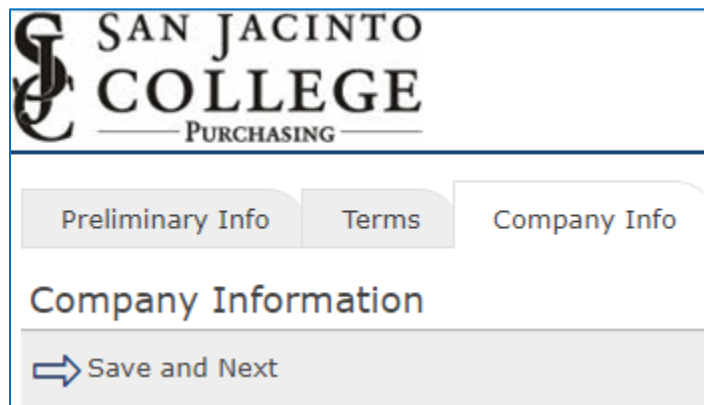
6. Follow Verify Email Address instructions:



7. Click on Link in email:





8. Re-verify Company Information and select **Save and Next**.



9. Addresses: Add additional addresses if applicable. Click **Next** to Proceed.


### Addresses

 Add Address  Next

*By default the "General/Corporate" address will be stored in your Company Profile. If you have additional addresses for Payment, Purchase Order, etc. please click Add Address to create.*

10. Update Other Information. (\* denotes required fields). Click **Save and Next** to Proceed.

### Other Information



 Save and Next

|                     |  |
|---------------------|--|
| * Federal Exclusion | Have you been excluded / debarred from Federal Procurement or Non-Procurement programs?<br><input type="text" value="-- Select --"/> |
| Annual Gross Sales  | <input type="text" value="-- Select --"/>  |
| Number of Employees | <input type="text"/>   |

11. Select Commodity Codes for the goods/services you would like to receive bid-notifications regarding.

- Use the search box or select the commodity categories to expand the listing and look for the commodities that your firm can supply.
- Select appropriate Commodities. Multiple commodities can be selected. You will receive bid notifications for all commodities selected.
- Click **Save and Next** to Proceed.

### Commodity Codes

 Save and Next   Search

Commodities

- Audio and Visual
- Building Maintenance
- Construction and Contracting
- Domestic
- Entertainment and Arts
- Environmental
- Farming, Forestry, Live Plant and Animal, Marine, Mineral, Mining, Oil and Gas, and Wildlife
- Food and Beverage
- Furniture and Furnishings
- Industrial and Manufacturing
- Instructional and Education
- Medical and Health
- Office and Business
- Professional Services
- Power and Energy
- Security, Public Order and Safety
- Sports and Recreation
- Technology

12. Select Special Classifications information as applicable. Click **Save and Next** to Proceed.

### Special Classifications

⇒ Save and Next

*Check any special business classifications that apply to your business; if none, then check "None Apply". Classifications are subject to approval.*

General Classifications

|   |  |
|---|--|
| <input type="checkbox"/> <b>Disadvantaged Business Enterprise</b>             | As defined by the Texas Gov Code Chapter 2161              |
| <input type="checkbox"/> <b>Minority Business Enterprise</b>                  | As defined by the Texas Gov Code Chapter 2161              |
| <input type="checkbox"/> <b>Persons with Disabilities Business Enterprise</b> | As defined by the Texas Gov Code Chapter 2161              |
| <input type="checkbox"/> <b>Small Business Enterprise</b>                     | As defined by the U.S. Small Business Administration (SBA) |
| <input type="checkbox"/> <b>Women Business Enterprise</b>                     | As defined by the Texas Gov Code Chapter 2161              |

None Apply  None of the above classifications apply to my business

13. Review: Confirm all information and click **Register Now**.

### Review

⇒ Register Now

*You're almost done. Please review your information below. To make corrections, click on the section, or click the appropriate tab above. To complete your registration, click "Register Now" above.*

14. Once your vendor account has been activated, you will receive an email from [sanjac@customer.ionwave.net](mailto:sanjac@customer.ionwave.net) confirming activation.

15. Log in using your User Name and Password. (<https://sanjac.ionwave.net/Login.aspx>)

16. For additional instructions (including adding additional users under your firm's account), select **Help** (upper righthand corner) and download instructions as needed.

**My Profile | Help | Log Off**

17. For additional questions, contact SJC Contracts & Purchasing:

- Phone: 281-998-6117
- Email: [contracts.purchasing@sjcd.edu](mailto:contracts.purchasing@sjcd.edu)
- Website: [www.sanjac.edu/purchasing](http://www.sanjac.edu/purchasing)

Please ensure that [sanjac@customer.ionwave.net](mailto:sanjac@customer.ionwave.net) has been added to your Safe Senders email list.