SJC e-Bidding Supplier Registration Instructions

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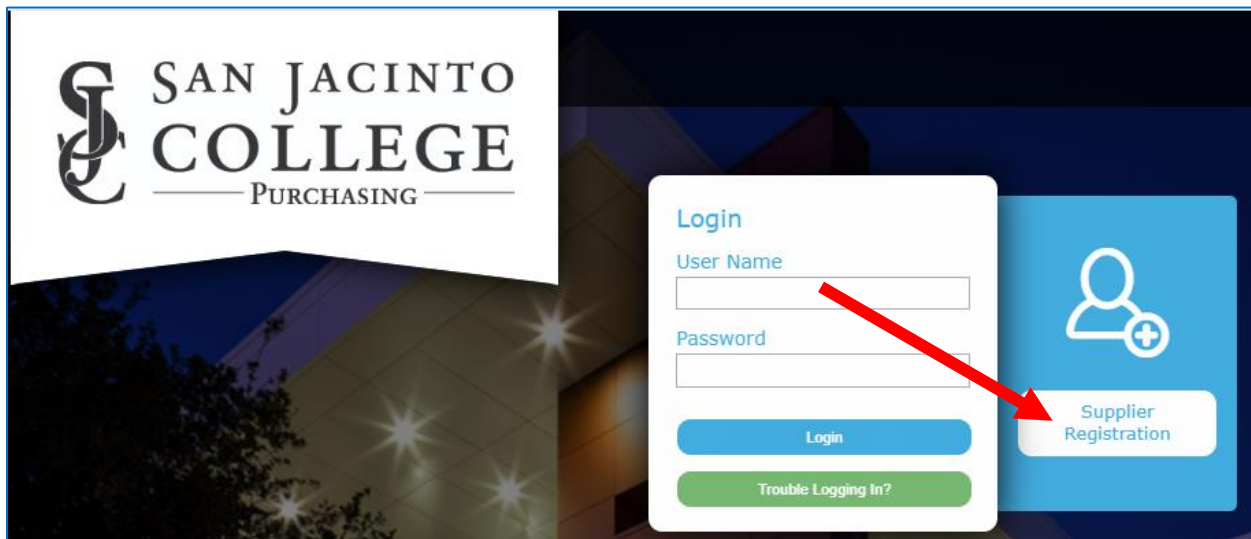   Click the **Here** link to register. (Or, go directly to: https://sanjac.ionwave.net/Login.aspx.)

2. Click **Supplier Registration.**

3. Enter <u>Preliminary Company Information</u> (***** denotes required fields). Click **Next** to proceed.

4. Review <u>San Jacinto College Terms and Conditions</u> and check <u>Accept</u>. 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.
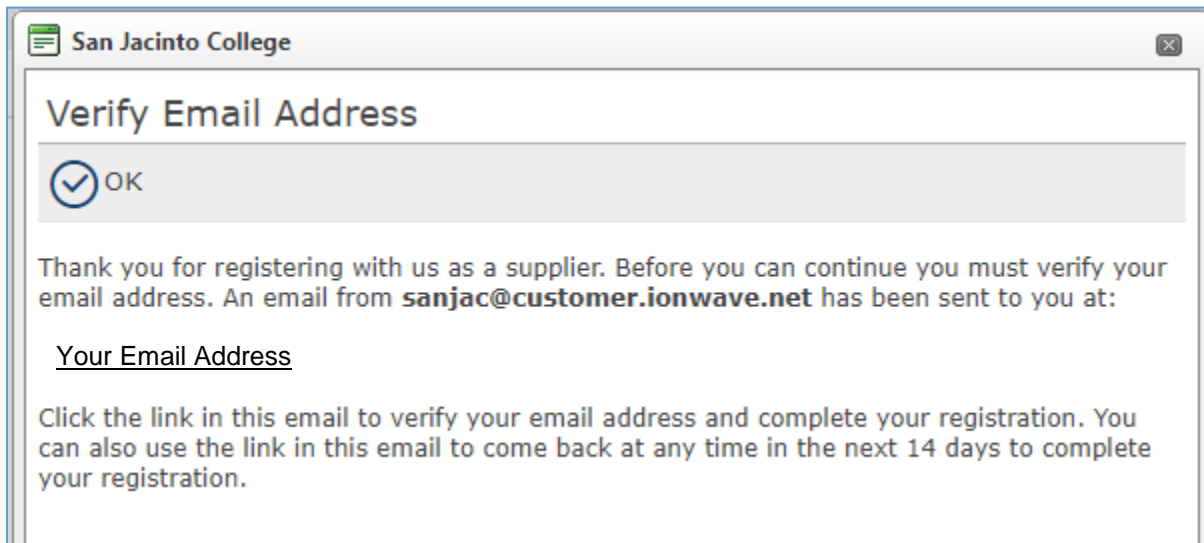
In order to use this site, user's browser must support JavaScript, allow Popup Windows and Session

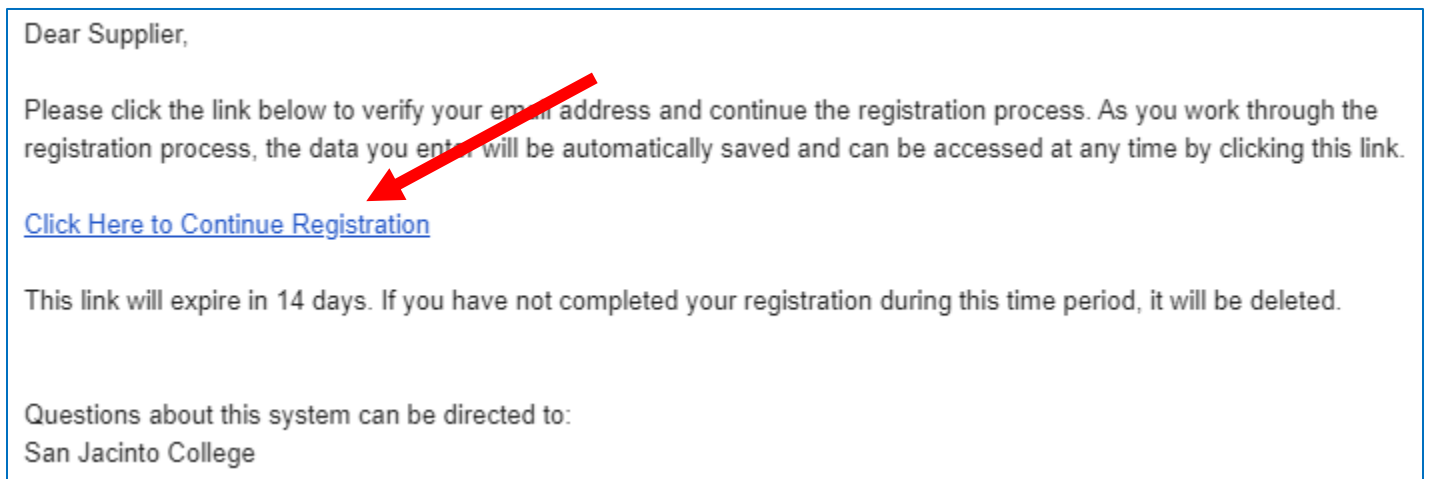☑ **I Accept the San Jacinto College Terms and Conditions**   [Printer-Friendly Version]

5. Enter <u>Company Information</u>, <u>Company Address</u>, and <u>User Information</u>. Click **Next** to Proceed.

Company Information

* Trade Name (dba)	[_____] ⚠
Legal Name (if different)	[_____]
* Organization Type	-- Select -- ▾
Formation Date	[_____] 📅
* Tax ID Number	[__-_____] ⦿ FEIN ◯ SSN/ITIN ◯ Other
DUNS	[_____]
Website	[_____]
Company Description	[_____]

User Information

* User Name / Login	[_____] ⚠
* Password	[_____] ⓘ ⚠
* Verify Password	[_____]
Prefix	[____]
* First Name	[_____]
* Last Name	[_____]
Title	[_____]
* Email	[_____]
* Verify Email	[_____]
Office Phone	(___) ___-____ Ext: [_____] ☐ International
Mobile Phone	(___) ___-____ ☐ International
* Time Zone	-- Select -- ▾

Company Address

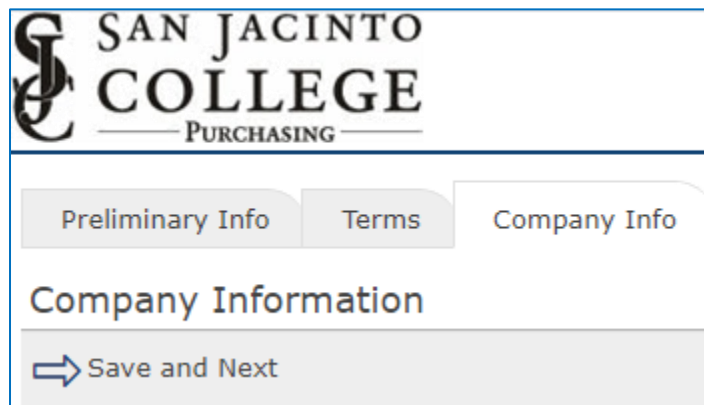|	
* Address 1	[_____]
Address 2	[_____]
Address 3	[_____]
* City	[_____]
* State/Province	-- Select -- ▾
* Zip/Postal	[_____]
* Country	United States ▾
* Main Phone	(___) ___-____ ⚠ Ext: [_____] ☐ International
Toll Free	(___) ___-____ Ext: [_____] ☐ International
Fax	(___) ___-____ ☐ International
Contact Name	[_____]
Email	[_____]

6. Follow <u>Verify Email Address</u> instructions:

7. Clink on Link in email:

8. Re-verify <u>Company Information</u> 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, Puchase 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? -- Select -- ▾
Annual Gross Sales	-- Select -- ▾
Number of Employees	

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

a. Use the search box or select the commodity categories to expand the listing and look for the commodities that your firm can supply.

b. Select appropriate Commodities. Multiple commodities can be selected. You will receive bid notifications for all commotions selected.

c. 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 <u>Special Classifications</u> information as applicable. Click **Save and Next** to Proceed.

13. <u>Review</u>: Confirm all information and click **Register Now**.

14. Once your vendor account has been activated, you will receive an email from 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.

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

- Phone: 281-998-6117
- Email: contracts.purchasing@sjcd.edu
- Website: www.sanjac.edu/purchasing

Please ensure that sanjac@customer.ionwave.net has been added to your Safe Senders email list.